



**MILITARY SURFACE DEPLOYMENT AND
DISTRIBUTION COMMAND
TOPS/POWERTRACK
CENTRAL WEB APPLICATION
USER'S TRAINING MANUAL
(Version 1.0)**

March 10, 2004

Prepared for:

**Military Surface Deployment and Distribution Command
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9th floor, Room 9S09
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CWA USER'S TRAINING MANUAL

Course Title	Central Web Application (CWA)
Duration	Site training two days.
Description	This course is designed to provide the CWA users with an introduction to CWA and its screens, reports, and batch processes.
Course Objectives	Upon completion of the course, users will be able to pre approve, approve and deny personal property shipment services online, which will result in electronic payments of invoices to Transportation Providers via U.S. Bank/PowerTrack.
Audience	The audience for the CWA course includes supervisors, managers, and functional users of Personal Property Shipping Office and Transportation Providers requiring entry-level CWA training.
Prerequisite	Basic Understanding of the DoD Personal Property Movement and Storage Process.

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1 INTRODUCTION

This manual provides detailed instructions for the use of Central Web Application (CWA).

1.1 CWA OVERVIEW

CWA was created to review and approve services online and to cost Personal Property shipments for electronic payment of Transportation Provider (TP) invoices via U.S Bank/PowerTrack. In order for PowerTrack to automatically pay TP invoices, the individual items being billed for must be approved and/or denied, and then independently costed by the government.

The three primary components of the CWA system are EDI Processing Engine, Web Application for the user interface, and Costing Engine (CE). The CWA database is coupled to the TOPS/THIST database currently used for Personal Property Shipping. The coupling is via a database trigger on the THIST database that updates the CWA database with shipment information for shipments that are being paid by U.S Bank/PowerTrack. In addition, the CWA authentication is integrated with the SDDC ETA central authentication service, allowing all SDDC ETA users the ability to access CWA with their common ETA login.

1.2 OBJECTIVES

The role of the CWA is as follows:

1. Receive a copy of the TP invoice from PowerTrack electronically, via Electronic Data Interchange (EDI) transactions over Hypertext Transfer Protocol-Secure (HTTPS). (EDI-859 transaction)
2. Validate the invoices it receives from PowerTrack, and reject invoices that have erroneous data (shipment BL number, TP SCAC, origin/destination GBLOC). The CWA notifies PowerTrack of any/all errors via EDI transactions over HTTPS. (EDI-824 transaction)
3. Present the shipping invoice data to the government representatives from Personal Property Shipping Office (PPSO) for individual item verification and approval. In addition, TP representatives adjust invoices and approve reports.
4. Generate a government cost for each approved item on the invoice, based on the item and its associated units and quantities.
5. Send a government-costed invoice to PowerTrack electronically, via EDI transactions over HTTPS. (EDI-858 transaction)
6. Receive summary payment information from PowerTrack via EDI transactions over HTTPS and store information as well as present reports. (EDI-811 transaction)

7. Provide a viewable audit for all database changes that occur during the processing of items 1 through 6 above.

1.3 REQUIREMENTS

The technical and functional requirements: design, develop, integrate, test, and deploy the CWA system. CWA will provide the following functionality:

- Data retrieval from THIST
- Web access for all user types
- Government costing/rating engine
- EDI interface with PowerTrack
- Secure access controlled by SDDC's Electronic Transportation Acquisition (ETA) portal
- Fully functional audit module
- Management and oversight capability
- Reports generation

1.4 USER TYPES

There are six CWA user types:

Read Only: Read Only users have read-only capability and can view reports across all PPSOs. Read Only users are able to view the list of all shipments, which also list the PPSOs by GBLOC and Name. Read Only users are not able to modify any data, but they are able to view all data related to a shipment, print all BL data, and print lists of Services and their rates.

PPSO: PPSO users can view reports for their PPSO as well as have ability to approve, add, and remove services for records that are associated with their particular GBLOC. PPSO users are able to view the list of all shipments associated with their GBLOC, either as an origin or destination PPSO.

DoD Master: DoD Master users have the same capabilities as PPSO users. Additionally, they can view and act on records associated with any GBLOC. DoD Master users are able to view list of all shipments, which list the PPSOs by GBLOC and Name. DoD Master Users are able to perform all actions that Origin and Destination PPSOs can perform.

TP: TP users have the ability to view reports associated with their SCAC as well as the ability to add and remove services for records associated with their SCAC. TP users are also able to update quantities of services as necessary. TP users are able to view the list of all shipments associated with their SCAC.

TP Multiple: TP Multiple users have the same capabilities as TP users. Additionally, they can view and act on records for multiple SCACs. TP Multiple users are able to view the list of all shipments associated with the SCACs.

TP Agent: No access at this time.

1.5 WINDOWS AND INTERNET BROWSERS

This manual uses Microsoft® Windows navigational techniques, terminology, and mouse conventions. It is assumed that the user is familiar with terms such as click, double-click, select, choose, menu, and window. If not, please check the Windows manual.

Note: The term "click" is used throughout this manual, generically, with regard to the left mouse button. If a function requires clicking the right mouse button, the manual specifically states it.

1.5.1 Standard Conventions

Because Netscape Navigator,[™] Microsoft® Internet Explorer and the Windows operating environment all use a Graphical User Interface (GUI) to display information, moving from task to task in the CWA primarily requires mouse work. Click on colored and underlined words (links) to move to other more definitive pages, or on graphics (buttons) that confirm entry or move to a specific page. In some cases, the user must click in a text box to enter specific information. In other areas, the user clicks on a drop down list box that allows scrolling through a list of information from which to choose. A list of standard conventions follows:

Links

Web pages do not have page numbers as references to help users find specific information as printed books do. They have links that act as direct go-to functions. The module displays links as underlined blue text. To activate a link, position the pointer anywhere over the underlined text. Notice that the normal arrow-shaped pointer changes to a hand-shaped pointer, indicating an active link. Click on the text. When activated by a mouse click, the link accesses the address for the electronic page requested and displays it. Links change color when activated. In the module, they appear as underlined purple text to remind the user that the link has been previously selected. The change in color does not affect the

function of the link – users can still activate it again by clicking on it. The change in color only serves as a reminder that the page displayed by the link has been viewed earlier. In this manual, links are nonfunctioning and appear as underlined, italics black text, such as *Member Information*.

**Web Page or
Screen
Names**

Web pages, also called screens, are distinctive parts of the module. Web page names identify the process to be used.

Buttons

Buttons are connections that, when activated, complete a function, e.g., submit or search. Buttons in the module appear as three-dimensional rectangles with text inside. To activate a button, position the pointer over the text on the button and click once. Buttons are identified in this manual in brackets and bold type, such as **[Submit Request]**.

Text Boxes

Use text boxes to enter limited information for a single field or to enter data for a search query. To enter data into text boxes, position the pointer over the text box and click. When the blinking cursor is displayed, type the data in the text box. If data is already in the field, click and drag the cursor to highlight the text and then type the new data. The new text replaces the previous information.

**Drop Down
List Box**

A drop down list box is a text box that provides a list of information from which to choose, such as a list of the months of the year. To use a drop down list, position the pointer over the arrow to the right of the box and click once. A list drops down or pops up from the box. Locate the desired item, position the pointer over that item, and click once. The box collapses and the selected data is displayed in the box. If the box contains more data than can be displayed on one screen, a scroll bar is displayed on the right side of the box. To move up or down the list, hold the mouse button down and drag the scroll bar handle in the appropriate direction. If the first letter of the item is known, click inside the drop down list box and type that letter. The system takes the user to the first item in the list that starts

with that letter. Type the same letter again and the next item in the list is displayed in the box. For example, in a drop down list box for the month, type the letter "a" and April is displayed, type "a" again and August is displayed.

Radio Buttons

Radio buttons are used when there can be more than one possible valid value but only one value can be selected. They appear as small circles to the left of the value title or name. To activate a radio button, position the pointer over the circle and click. When selected, a small black dot is displayed inside the circle. To deselect a radio button, follow the same procedure and the dot disappears from the circle.

Error Messages and Pages

During normal use, the module may display a JavaScript dialog box that indicates incorrect data has been entered. If an error box is displayed, return to the previous page by clicking **[OK]** in the dialog box.

Error pages identify specific problem(s) and recommend the user corrects the listed error(s). Error pages are generated whenever **[Continue]** or **[Submit Request]** are clicked and the module has determined that the data entered is incomplete or not in the correct format. If an error page is displayed, return to the previous page by clicking **[Back]** on the browser toolbar. (See Figures 1-1 and 1-2)

1.5.2 Internet Browser Pull-Down Menus

Users can find the pull-down menus when needed just above the browser Toolbars (Figures 1-1 and 1-2) on any page.

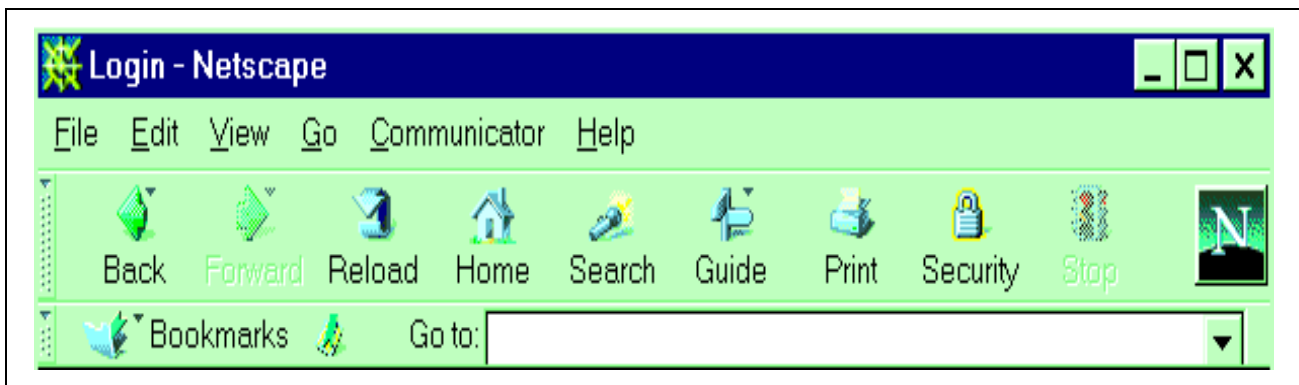
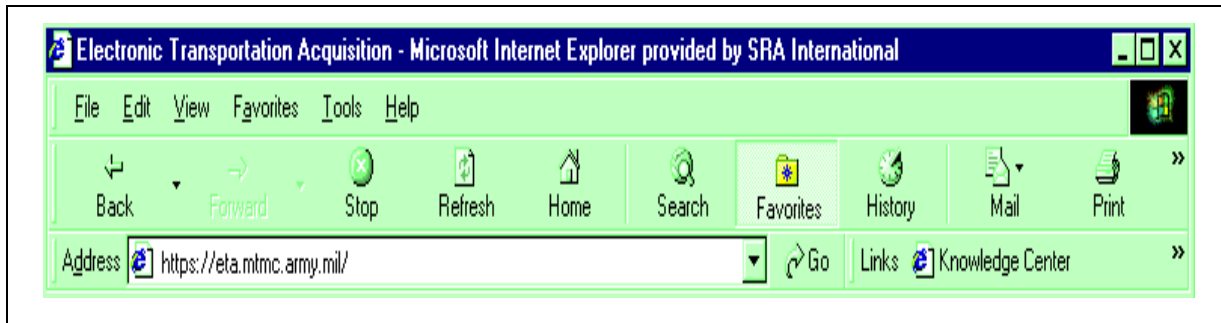


Figure 1-1 Netscape Toolbar**Figure 1-2 Internet Explorer Toolbar**

To access the pull-down menu click on the menu name and a list drops down. Click on the desired selection. Arrow keys can be used to move to a selection or, in some cases, type the underlined letter of the selection (use lowercase); then press **[Enter]**.

To close a pull-down menu without selecting, click anywhere on the desktop or press **[Esc]**. Many of the Toolbar buttons are functions that also can be accessed through the pull-down menus.

For information on the browser's menu functions, and capabilities, please consult the browser's manual or use the Help/Contents function on the browser's Toolbar.

1.6 CWA LOGIN PROCESS

The following sections provide instructions for logging into the CWA.

1.6.1 ETA Registration

The first step in accessing the CWA is to request a User Name and Password through the SDDC-ETA web site. The URL for the server is <https://eta.sddc.army.mil>. There are two options to access CWA: new user and existing ETA user.

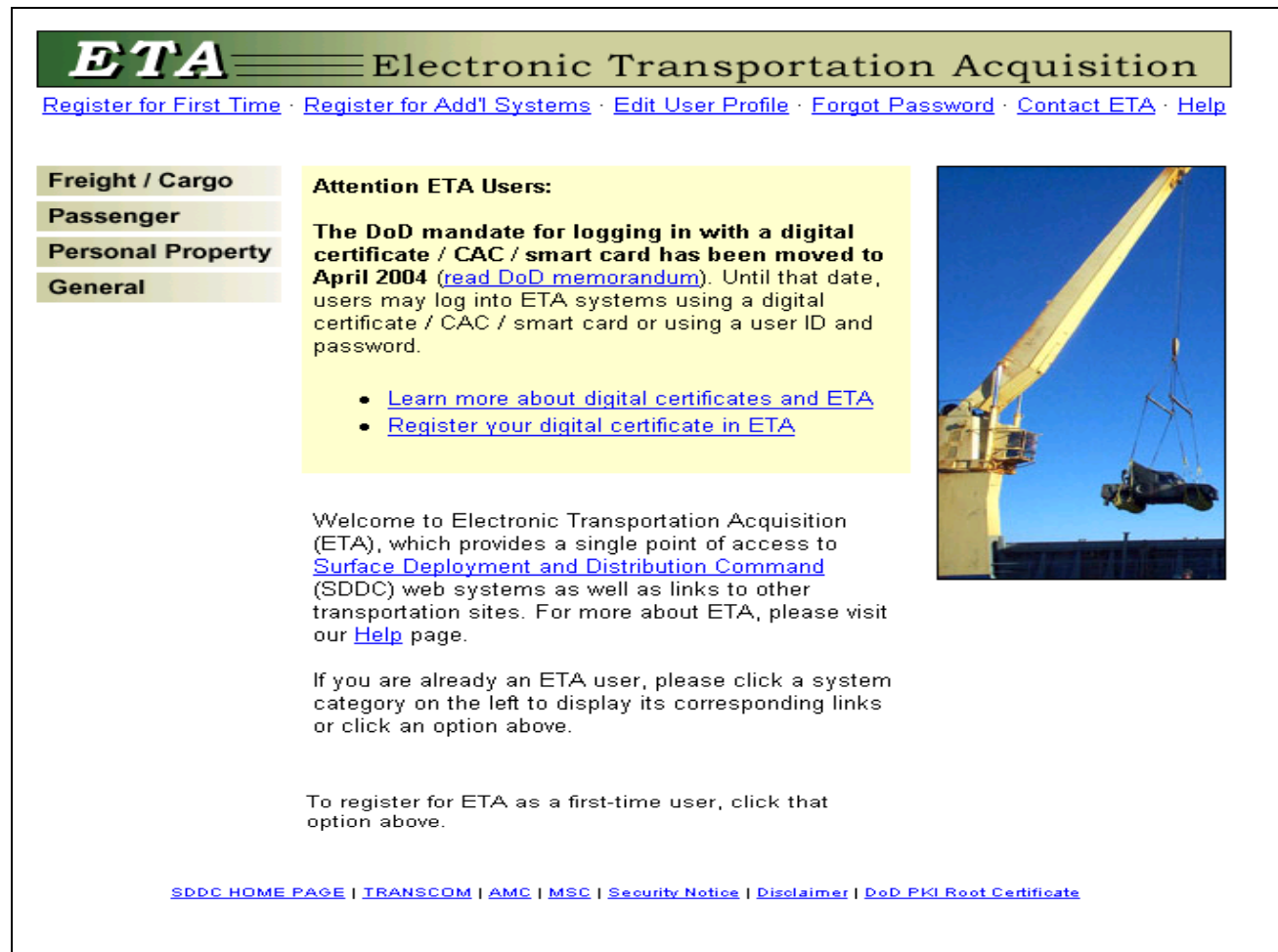


Figure 1-3 ETA —Electronic Transportation Acquisition Main Menu

1.6.1.1 New User Registration

If it is the first time a user is registering for an ETA User Name and Password, click on the [Register for First Time](#) link and the [New User Registration for ETA Page](#) is displayed (Figure 1-4).

This form is for first-time registrations only. If you already have an ETA account, please do one of the following:

- If you wish to apply for another system through ETA, do not fill out this form. Instead, [Register for Additional ETA Systems](#).
- If you have forgotten your password, [Request a New Password](#).
- If you have forgotten your user ID, [Contact an ETA Administrator](#).
- If you wish to update your account info (e.g., address, phone number, etc.), [Edit Your User Profile](#).

New User Registration for ETA

Step 1 of 2
Estimated time of completion: both steps together will take about five minutes.

- Please select one or more systems below to register for by checking the square to the left of the system name.
- Select a role if there is a list of roles for the system for which you are requesting access. A role determines the applications within a system that you will be allowed to use. You may only choose one role per system.
- Click an "Info" link in the right-most column to open a pop-up window with a description of that system. There is a question mark icon next to systems that provide additional information. Click the question mark in order to view this information.
- Click the "Generate Request Form" button at the bottom when you've selected all systems, and respective roles, for which you would like access.

Check	System	Description	Roles	Info
<input type="checkbox"/>	AMS	Asset Management System	[Container ->]	Info
<input type="checkbox"/>	CAB	Cargo and Billing System	[Select Organization Type ->]	Info
<input type="checkbox"/>	CARE II	IBS Carrier Analysis and Rate Evaluation		Info
<input type="checkbox"/>	CAREDEV	CARE II Service Module - DEV		
<input type="checkbox"/>	CARESQT	CARE II Service Module - SQT		
<input type="checkbox"/>	CARETRAIN	CARE II Service Module - TRAIN		
<input type="checkbox"/>	DODI	DOD Container Inventory	[DOD Container Inventory User ->]	Info
<input type="checkbox"/>	ESS	Electronic Shipper System	[Select ESS Role ->]	Info
<input type="checkbox"/>	GFM	Global Freight Management	[Select GFM Role ->]	Info
<input type="checkbox"/>	GFMSSIM	GFM Training Simulator	[Select GFMSSIM Role ->]	Info

Check	System	Description	Roles	Info
<input type="checkbox"/>	2DMSL	2 Dimensional Shipping Label	[Select 2DMSL Role ->]	Info
<input type="checkbox"/>	CWA	Central Web Application	[Select CWA Role ->]	Info
<input type="checkbox"/>	OTO	One-Time Only System	[Select OTO Role ->]	Info
<input type="checkbox"/>	PPCIG	Personal Property Consignment Information Guide Online		
<input type="checkbox"/>	PPQWEB	Personal Property Carrier Qualification	[Select PPQWEB Role ->]	Info
<input type="checkbox"/>	PPQWEBDEV	Personal Property Carrier Qualification DEV	[Select PPQWEBDEV Role ->]	
<input type="checkbox"/>	PPQWEBTEST	Personal Property Carrier Qualification TEST	[Select PPQWEBTEST Role ->]	

Check	System	Description	Roles	Info
<input type="checkbox"/>	DATAD	MTMC Data Dictionary	[Select DATAD Role ->]	Info
<input type="checkbox"/>	MEDSS	MTMC Enterprise Decision Support System	[Select MEDSS Role ->]	Info
<input type="checkbox"/>	MER	MTMC Enterprise Repository	[Select MER Role ->]	Info
<input type="checkbox"/>	PDIB	Ports and Deploying Installation Books		Info

This form is for first-time registrations only. If you already have an ETA account, please do one of the following:

- If you wish to apply for another system through ETA, do not fill out this form. Instead, [Register for Additional ETA Systems](#).
- If you have forgotten your password, [Request a New Password](#).
- If you have forgotten your user ID, [Contact an ETA Administrator](#).
- If you wish to update your account info (e.g., address, phone number, etc.), [Edit Your User Profile](#).

Figure 1-4 ETA Registration Page

Scroll down on either registration page until the "Personal Property" section is visible. Within this section is a line for CWA. Click in the check box to the left of "CWA" then select a role from the drop down list on the right. Once a role is selected for the system, click on **[Generate Request Form]**.

ETA
Electronic Transportation Acquisition

New User Registration for ETA

Step 2 of 2

- Please complete the following form.
- Fields marked with an asterisk (*) are REQUIRED elements. All other fields are optional.
- Click the "Submit Request" button at the bottom when you are finished.
- Your selected applications are: CWA

First Name	*	<input type="text"/>
Middle Initial		<input type="text"/>
Last Name	*	<input type="text"/>
Name Suffix (Sr., Jr., III)		<input type="text"/>
Rank / Grade		<input type="text"/>
Job / Position Title		<input type="text"/>
Mailing Address (Line 1)	*	<input type="text"/>
Mailing Address (Line 2)		<input type="text"/>
City	*	<input type="text"/>
State	*	<input type="text" value="-- Select State --"/>
Country	*	<input type="text" value="UNITED STATES"/>
Zip / Postal Code	*	<input type="text"/>
Commercial Phone	*	<input type="text"/> Ext: <input type="text"/>
DSN Phone		<input type="text"/> Ext: <input type="text"/>
FAX Number		<input type="text"/>
DSN FAX		<input type="text"/>
Email Address	*	<input type="text"/>
Activity / Company / Organization	*	<input type="text"/>
Company Division		<input type="text"/>
SCAC		<input type="text"/>
GBLOC	*	<input type="text"/>
TP Multiple Code (ISA Sender ID)		<input type="text"/>
Service	*	<input type="text" value="Army"/>

Figure 1-5 ETA Application Screen

Complete all the fields on the registration application that are marked with an asterisk (*). Be sure to enter a valid email address because passwords are provided via email messages. Click on **[Submit Request]** when all information has been entered.

A pop-up window is displayed asking "Is this address correct: < email address >". If the information is correct, click on **[OK]**. If the information is incorrect, click on **[Cancel]**, make any needed corrections and resubmit the data.

After clicking **[OK]**, a page is displayed with a Request ID. This Request ID will become the user's ETA User ID upon approval. Make a note of the User ID that is listed on this page. Print a copy of the message if a paper copy is needed. **This page will not be accessible later.** A confirmation message containing the information on this page will be e-mailed. If the confirmation is not received, contact one of the ETA System Administrators.

1.6.1.2 Existing ETA User Registration

If the user has already registered on ETA for access to another system, click on the *Register for Add'l Systems* link, a pop-up window is displayed (Figure 1-6)

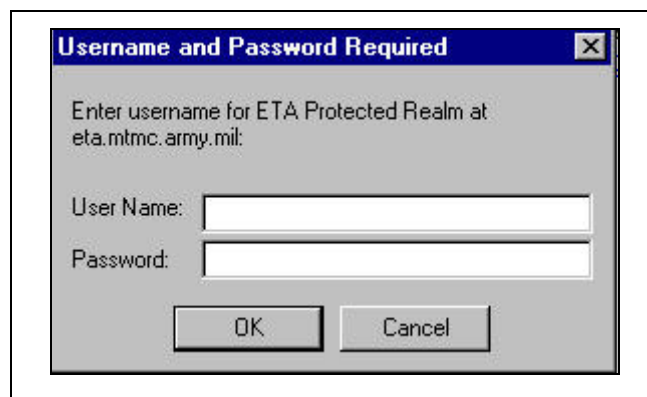


Figure 1-6 Username and Password Screen

Enter the ETA User Name and Password and click on **[OK]**, the *Register for Additional ETA Systems Page* is displayed (Figure 1-7).

ETA Electronic Transportation Acquisition

Register for Additional ETA Systems

Step 1 of 2
Estimated time of completion: both steps together will take about five minutes.

- Please select one or more systems below to register for by checking the square to the left of the system name.
- Select a role if there is a list of roles for the system for which you are requesting access. A role determines the applications within a system that you will be allowed to use. You may only choose one role per system.
- Click an "Info" link in the right-most column to open a pop-up window with a description of that system. There is a question mark icon next to systems that provide additional information. Click the question mark in order to view this information.
- Click the "Generate Request Form" button at the bottom when you've selected all systems, and respective roles, for which you would like access.
- Applications you are currently approved for: CWA

Freight/Cargo				
Check	System	Description	Roles	Info
<input type="checkbox"/>	AMS	Asset Management System	<input type="text" value="Container"/>	Info
<input type="checkbox"/>	CAB	Cargo and Billing System	<input type="text" value="-- Select Organization Type --"/>	Info
<input type="checkbox"/>	CARE II	ISS Carrier Analysis and Rate Evaluation		Info
<input type="checkbox"/>	CAREDEV	CARE II Service Module -- DEV		
<input type="checkbox"/>	CARESQT	CARE II Service Module -- SQT		
<input type="checkbox"/>	CARETRAIN	CARE II Service Module -- TRAIN		
<input type="checkbox"/>	DODI	DOD Container Inventory	<input type="text" value="DOD Container Inventory User"/>	Info
<input type="checkbox"/>	ESS	Electronic Shipper System	<input type="text" value="-- Select ESS Role --"/>	Info
<input type="checkbox"/>	GFM	Global Freight Management	<input type="text" value="-- Select GFM Role --"/>	Info
<input type="checkbox"/>	GFMSIM	GFM Training Simulator	<input type="text" value="-- Select GFMSIM Role --"/>	Info

Personal Property				
Check	System	Description	Roles	Info
<input type="checkbox"/>	2DMSL	2 Dimensional Military Shipping Label	<input type="text" value="-- Select 2DMSL Role --"/>	Info
<input type="checkbox"/>	CWA	Central Web Application	<input type="text" value="-- Select CWA Role --"/>	Info
<input type="checkbox"/>	OTO	One-Time Only System	<input type="text" value="-- Select OTO Role --"/>	Info
<input type="checkbox"/>	PPCIG	Personal Property Consignment Information Guide Online		
<input type="checkbox"/>	PPQWEB	Personal Property Carrier Qualification	<input type="text" value="-- Select PPQWEB Role --"/>	Info
<input type="checkbox"/>	PPQWEBDEV	Personal Property Carrier Qualification DEV	<input type="text" value="-- Select PPQWEBDEV Role --"/>	
<input type="checkbox"/>	PPQWEBTEST	Personal Property Carrier Qualification TEST	<input type="text" value="-- Select PPQWEBTEST Role --"/>	

General				
Check	System	Description	Roles	Info
<input type="checkbox"/>	DATAD	MTMC Data Dictionary	<input type="text" value="-- Select DATAD Role --"/>	Info
<input type="checkbox"/>	MEDSS	MTMC Enterprise Decision Support System	<input type="text" value="-- Select MEDSS Role --"/>	Info
<input type="checkbox"/>	MER	MTMC Enterprise Repository	<input type="text" value="-- Select MER Role --"/>	Info
<input type="checkbox"/>	PDIB	Ports and Deploying Installation Books		Info

Figure 1-7 Additional Registration Screen

1.6.1.3 Password Updates

In accordance with SDDC security requirements, passwords will be updated on a regular basis. However, users can request a password update at anytime through the *ETA Main Menu* page

(Figure 1-3) by clicking on the *Forgot Password* link. Users must enter their User ID and click on **[Submit]**. Users will receive a new password via email.

1.6.1.4 E-mail Address Updates

In accordance with SDDC security requirements, users must have a current email address. If the email address has changed since the initial registration, the user must update the information through the ETA web site. The URL for the server is <https://eta.mtmc.army.mil>. Click on the *Edit User Profile* link, located at the top of the screen (See Figure 1-3). Enter the appropriate user id and password (note that this may not be necessary if the user is currently logged into the module.) The *ETA User Update* screen will be displayed. This is similar to Figure 1-5. Scroll down to the bottom of the screen to view the "Email Address" field. Update the email address as appropriate by clicking and dragging in the text box to highlight the incorrect text and type in the correct information. Click on **[Save Changes]** to save the change.

1.6.2 CWA Login

To access CWA, use the *ETA Main Page*. Enter the URL for the ETA Server. When the *ETA Main Page* is displayed, click on the *Personal Property* link. A set of links concerning Personal Property issues will be displayed. Click on the *CWA* link. This link will open a small window requesting the user's User Name and Password, (Figure 1-8). Enter the appropriate User Name and Password then click on **[OK]**. The Internet browser opens another window and the first page of the CWA is displayed. The role selected when the user registered, will determine access to any CWA functions defined by that role.

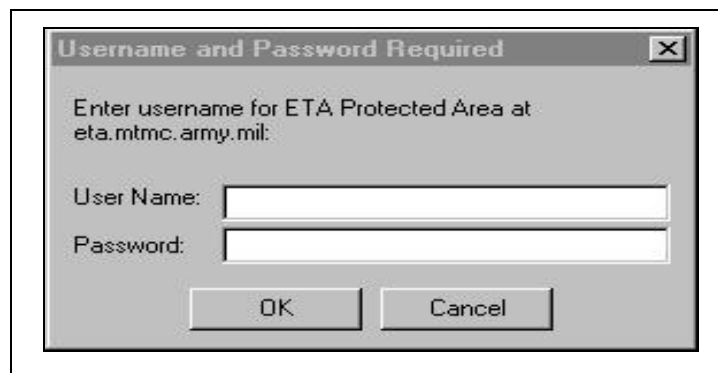


Figure 1-8 Network Password

1.6.3 SDDC Point of Contact

Military Surface Deployment and Distribution Command

200 Stovall Street

SDG6-AP

Alexandria, Virginia 22332

Cedric Jasmin: (703) 428-3037

George Thomas: (703) 428-2237

DSN: 328

FAX: (703) 428-3390

1.6.4 Exiting CWA

Users can exit CWA from anywhere in the system. In the upper right-hand corner of the browser Titlebar, there are three boxes (refer to Figures 1-1 and 1-2). Click on the [X]. The outer browser window closes and the session is closed. Users can also choose File on the browser pull-down menu scroll down to and click Exit. Either of these methods ends the user's session.

2 CWA

2.1 CWA MAIN SCREEN

Once you have gone through the ETA system and entered your user id and password for the CWA, the *CWA Main Page* screen (Figure 2-1) is displayed.

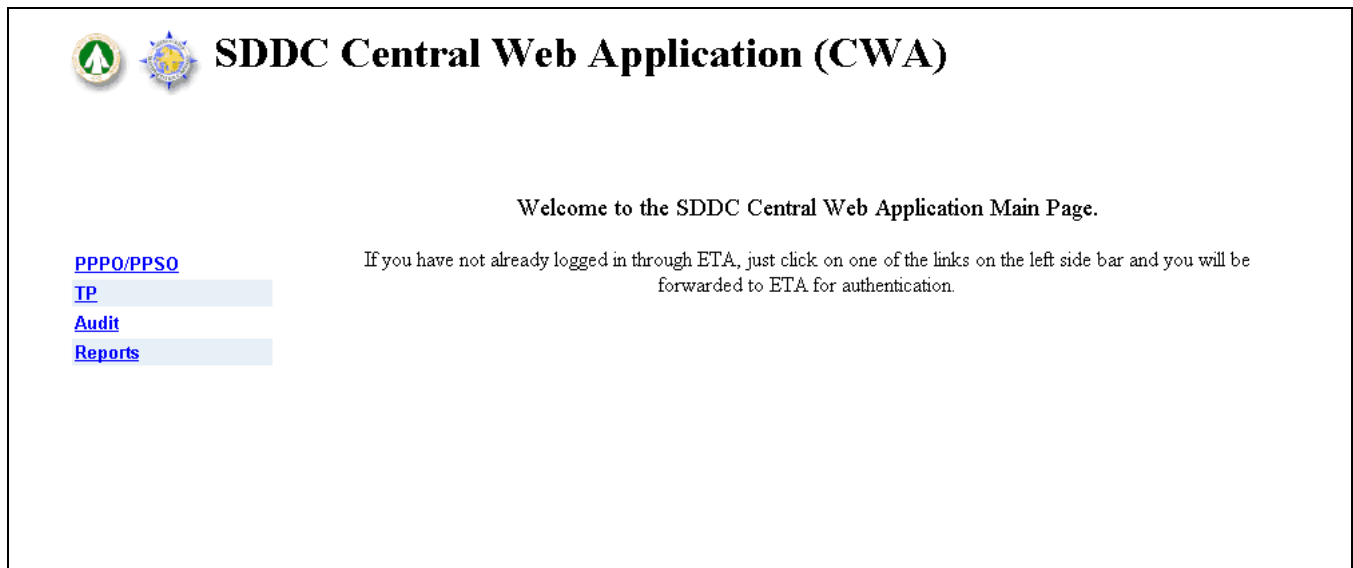


Figure 2-1 CWA Main Screen

2.1.1 Closing CWA

To exit the system, click on **[Close]**. If a pop-up window is displayed, click on **[OK]** to confirm that you want to exit the system. The browser window will close and you will be logged out of the system.

2.1.2 Error Messages

If a pop-up window error message is displayed, follow the instructions listed to correct the error.

2.2 PPPO/PPSO SCREENS

2.2.1 Log in as a PPPO/PPSO

The user will click on the link [PPP0/PPSO](#) from the main menu on the left side of the screen.

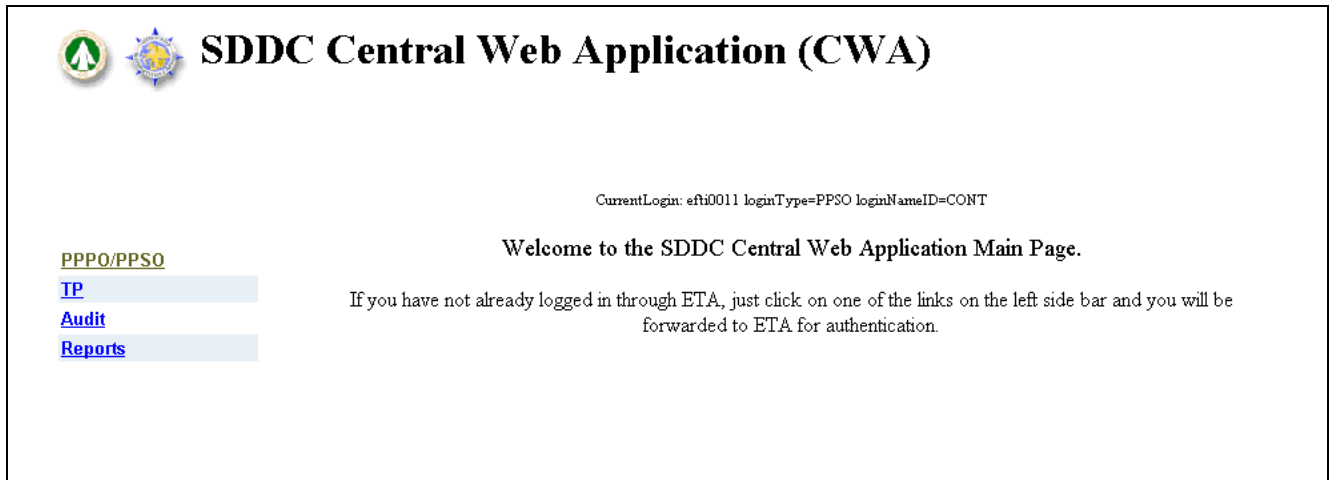


Figure 2-2 CWA Main Page Screen

2.2.2 PPSO Main Home Page

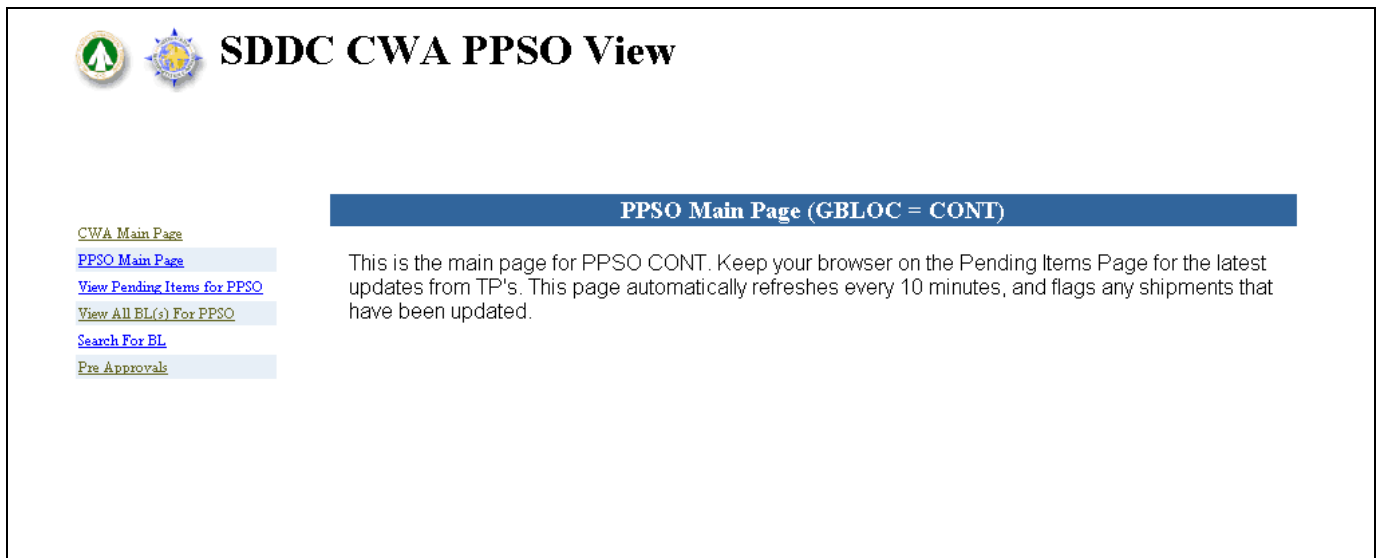


Figure 2-3 PPSO Main Page Screen

2.2.3 View Pending Items for PPSO

Click on the link [View Pending Items for PPSO](#) to view pending items. This link provides two options: View Items and Edit Items.

SDDC CWA PPSO View

Pending Items For PPSO

The table below lists all shipments for PPSO AGFM that have items awaiting PPSO action.



There have been IP update(s) to the following shipment(s):

View Items	Edit Items	BL Number	Oldest Open Item	Member SSN	Member Name	Orders #	Origin GBLOC	Destination GBLOC
		ZY-653102	33 days	234-56-7731	OCONNOR, SHAWN	NAVMC 11060	LKNQ	GBAC
		JP-677143	33 days	234-56-7660	MCMANUS, TIMOTHY E	AA-2697	AGFM	WFFL
		ZY-024279	35 days	234-56-7361	VALENTINE, JOHN E	R-03-371898	AGFM	BGAC
		JP-676436	39 days	234-56-7215	NUGENT, TIMOTHY M	1043	AGFM	MLNQ
		JP-676807	40 days	234-56-7221	CALHOUN, SILAS J	182-314	AGFM	MLNQ
		ZY-023427	33 days	234-56-7748	SMITH, LEE G	258-5002	AGFM	BGAC
		JP-676425	42 days	234-56-7489	GARCIA, CRYSTAL	086-00206	AGFM	MLNQ
		ZY-604588	42 days	234-56-7453	VINING, ANDREW T	SOAB-0342	MBFL	AGFM
		ZY-023774	33 days	234-56-7754	JUAREZ, GEOFF A	1203G83PRA30N00	AGFM	CLPK
		JP-840300	40 days	234-56-7343	NICHOLSON, JOSHUA VAN	115 0014	MLNQ	AGFM
		JP-676078	33 days	234-56-7648	BRIGHTON, PAUL A	A-0358	AGFM	WFFL
		JP-816168	40 days	234-56-7312	DOYLE, BRIAN P	AB-3013	WFFL	AGFM
		JP-676290	33 days	234-56-7654	CLEVELAND, NEIL A	AA-307	AGFM	MLNQ
		ZY-423713	42 days	234-56-7580	HOULAHAN, SHARON M	11060	CAML	AGFM

Figure 2-4 View Pending Items for PPSO Screen

2.2.3.1 View Items

Click on the link [View Items](#) to view shipment services and charges. This is a read-only option.

SDDC CWA PPSO View

[CWA Main Page](#)

[PPSO Main Page](#)

[View Pending Items for PPSO](#)

[View All BL\(s\) For PPSO](#)


[Search For BL](#)


[Pre Approvals](#)

Shipment Services and Charges

Services which are approved have been requested and performed.

BL Number:	ZY-102849	Customer Name:	ROBINSON, RICHARD F	TP SCAC:	HLFI
Refresh Page		Shipment Line Of Accounting		Help	

 TP Shipment Note

 PPSO Shipment Note

☐ Storage at a more distant facility was approved for transportation provider convenience.

☐ Requested copies of DD619/619-1 from TP.

Location	Location Code	City	State	County	Country
shipment service point	SRVCPT	SINGERS GLEN	VA	ROCKINGHAM	US
primary delivery location	PRIDLV	SINGERS GLEN	VA	ROCKINGHAM	US
additional delivery location	ADDDLX	SINGERS GLEN	VA	ROCKINGHAM	US
primary pickup location	PRIPCK	CHULA VISTA	CA	SAN DIEGO	US
destination sit	DSTSIT	WAYNESBORO	VA	AUGUSTA	US

Invoice Number: IVV233533A

SIT Services/Charges

Figure 2-5 View Items Screen

Shipment Services and Charges												
Services which are approved have been requested and performed.												
BL Number:	JP-799614	Customer Name:	LEIGHTON, ROGER W					TP SCAC:	AIFD			
Refresh Page		Shipment Line Of Accounting					Help					
<input checked="" type="checkbox"/> TP Shipment Note						<input checked="" type="checkbox"/> PPSO Shipment Note						
<input type="checkbox"/> Storage at a more distant facility was approved for transportation provider convenience. <input type="checkbox"/> Requested copies of DD619/619-1 from TP.												
Location	Location Code	City	State	County	Country							
primary delivery location	PRIDLV	MIRAMAR	CA	SAN DIEGO	US							
primary pickup location	PRIPCK	KAILUA			US							
destination sit	DSTSIT	SAN DIEGO	CA	SAN DIEGO	US							
shipment port used	PRTUSD	PEARL HARBOR										

Linehaul Charges (Invoice Number IVVJP799614)													
Approval Status	Item Code	Description	TP Net Weight (Billed Weight)	TOPS Net Weight (Gross Weight)	Reweigh	Locations	Miles	Dtd Miles	Invoice Amount	CWA Cost	TP Notes	PPSO Notes	PowerTrack Sent Date
PENDING	LHS	Line Haul Charge	5.6 (5.6)	3.5 (5.6)	N/A	PRIPCK - PRIDLV			306.21	0			

Invoice Number: IVVJP799614												
Other Services/Charges												
Approval Status	Item Pre-Approved	Item Code	Description	Location(s)	Units - Quantities	Dtd Miles	Invoice Amount	CWA Cost	TP Notes	PPSO Notes	PowerTrack Sent Date	
PENDING		535A	One Percent Service Charge (International)	N/A	QUANTITY 1		3.26	0				
APPROVED		405A	Fuel Surcharge-LHS	PRIDLV - PRTUSD	FLAT RATE 1		1.57	0				
APPROVED		405A	Fuel Surcharge-LHS	PRIPCK - PRTUSD	FLAT RATE 1		1.08	0				
APPROVED		WAR	War Risk S/C	N/A	QUANTITY 1		14	0				

Invoice Number: IVVJP799614S												
SIT Services/Charges												
Approval Status	Item Pre-Approved	Item Code	Description	Location(s)	Units - Quantities	Dtd Miles	Invoice Amount	CWA Cost	TP Notes	PPSO Notes	PowerTrack Sent Date	
PENDING		519A	SIT:Periods	DSTSIT	QUANTITY 1 Weight 5.6		7.56	0				
PENDING		519C	Whse Handling	DSTSIT	WEIGHT 5.6		7.56	0				
PENDING		521A	SIT Pup/Del	DSTSIT - PRIDLV	WEIGHT 5.6 Miles 1		100.8	0				



Other Services/Charges												
Approval Status	Item Pre-Approved	Item Code	Description	Location(s)	Units - Quantities	Dtd Miles	Invoice Amount	CWA Cost	TP Notes	PPSO Notes	PowerTrack Sent Date	
PENDING		535A	One Percent Service Charge (International)	N/A	QUANTITY 1		1.19	0				
APPROVED		405B	Fuel Surcharge-DEL	DSTSIT	FLAT RATE 1		2.02	0				

Figure 2-6 View Items Full Screen

2.2.3.2 Edit Items

Example: Click on the link [Edit Items](#) to edit shipment services and charges. (This is an option to make changes.) This link provides the following options: Refresh Page, Shipment Line of Accounting, Divert Shipment, and Help.

Note: Click on the link [Refresh Page](#) to view updated information.

SDDC CWA PPSO View

[CWA Main Page](#)
[PPSO Main Page](#)
[View Pending Items for PPSO](#)
[View All BL\(s\) For PPSO](#)
[Search For BL](#)
[Pre Approvals](#)

Shipment Services and Charges

Services which are approved have been requested and performed.

BL Number:	ZY-102849	Customer Name:	ROBINSON, RICHARD F	TP SCAC:	HLFI
Refresh Page	Shipment Line Of Accounting	Divert Shipment	Help		

☒ TP Shipment Note

☐ PPSO Shipment Note

☐ Storage at a more distant facility was approved for transportation provider convenience.
☐ Requested copies of DD619/619-1 from TP.

Shipment Type: INTER HHG

Location	LocationCode	City	State	County	Country
shipment service point	SRVCPT	CHULA VISTA	CA	SAN DIEGO	US
primary delivery location	PRIDLV	SINGERS GLEN	VA	ROCKINGHAM	US
additional delivery location	ADDDLX	SINGERS GLEN	VA	ROCKINGHAM	US
primary pickup location	PRIPCK	CHULA VISTA	CA	SAN DIEGO	US
destination sit	DSTSIT	WAYNESBORO	VA	AUGUSTA	US

Figure 2-7 Edit Items Screen

Shipment Services and Charges														
Services which are approved have been requested and performed.														
BL Number:	ZY-102849	Customer Name:	ROBINSON, RICHARD F			TP SCAC:	HLFI							
Refresh Page	Shipment Line Of Accounting	Divert Shipment	Help											
TP Shipment Note					PPSO Shipment Note									
<input type="checkbox"/> Storage at a more distant facility was approved for transportation provider convenience.														
<input type="checkbox"/> Requested copies of DD619/619-1 from TP.														
Shipment Type: INTER HHG														
Location	LocationCode	City	State	County	Country									
shipment service point	SRVCPT	CHULA VISTA	CA	SAN DIEGO	US									
primary delivery location	PRIDLV	SINGERS GLEN	VA	ROCKINGHAM	US									
additional delivery location	ADDDLV	SINGERS GLEN	VA	ROCKINGHAM	US									
primary pickup location	PRIPCK	CHULA VISTA	CA	SAN DIEGO	US									
destination sit	DSTSIT	WAYNESBORO	VA	AUGUSTA	US									
<div style="display: flex; justify-content: space-around; margin-top: 10px;"> Sort By PPSO Sort By Invoice Show Only Origin PPSO Services Show Only Destination PPSO Services </div>														
Origin Services														
Set Approval	Current Approval Status	Item Code	Description	TP Net Weight (Bill Weight)	TOPS Net Weight (Gross Weight)	TP Miles	DTOD Miles	Reweigh	Locations	Invoice Amount	CWA Cost	TP Notes	PPSO Notes	PowerTrack Sent Date
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	PENDING	LHS	Line Haul Charge	38.8 (40)	38.8 (440.4)	2525		Enter Reweigh	PRIPCK - PRIDLV	1800.18	0			
Destination Services														
Set Approval	Current Approval Status	Item Pre-Approved	Item Code	Description	Location(s)	Units - Quantities		DTOD Miles	Invoice Amount	CWA Cost	TP Notes	PPSO Notes	PowerTrack Sent Date	
	PENDING		145A	SIT 1st Day	DSTSIT	WEIGHT	38.8		54.71	0				
	PENDING		145B	SIT Addtl Day	DSTSIT	DAYS 20 Weight 38.8			77.6	0				
	PENDING		145C	Whse Handling	DSTSIT	WEIGHT 38.8			113.3	0				
	PENDING		PDS	SIT Pup/Del	DSTSIT - PRIDLV	WEIGHT 40 Miles 1			490.8	0				
	PENDING		113I	Bulky Article: Motorcycle>250cc	SRVCPT	QUANTITY 1			79.15	0				
	PENDING		112D	Elevator	SRVCPT	QUANTITY 1 Weight 25			29	0				
	PENDING		105B	Extra Delivery	ADDDLV	QUANTITY 1			42.9	0				
	PENDING		108A	Att Del-Sit: 1-30 mi	DSTSIT - PRIDLV	WEIGHT 40 Miles 2			490.8	0				
	PENDING		108B	Att Del-Sit: Whse Handling	DSTSIT	WEIGHT 38.8			113.3	0				
Click Here To Approve All Destination Items On Shipment														
<input type="button" value="Submit Approvals"/>														
NOTE: Only after ALL items in an invoice are set to either approved or disapproved status can the shipment information be sent to PowerTrack.														

Figure 2-8 Edit Items Full Screen

2.2.3.3 Shipment Line of Accounting

Click on the link [Shipment Line of Accounting](#) to view shipment line of Accounting information.

Shipment Line Of Accounting Information	
FA2 LOA:	
SDN:	Not Applicable Currently
MDC:	
TAC:	NEI3
Account Classification:	S,OW,NEI3
Enter new MDC or TAC LOA Information	
New MDC:	<input type="text"/>
New TAC:	<input type="text"/>
<input type="button" value="Submit LOA Data"/>	

Figure 2-9 Shipment Line of Accounting Screen

2.2.3.4 Divert Shipment

Click on the link [Divert Shipment](#) to view shipment diversion information.

Shipment Diversion Information	
Current Destination Location:	
Responsible Destination PPSO:	BGAC
Zip Code:	22850
Rate Area:	US25
Enter new destination location and responsible PPSO	
New Destination Zip Code (Domestic/CONUS):	<input type="text"/>
New Destination Rate Area (International/OCNUS):	Select From Dropdown ▼
New Destination GBLOC:	Select From Dropdown ▼
<input type="button" value="Submit Location"/>	

Figure 2-10 Divert Shipment Screen

2.2.3.5 Help

Click on the link [Help](#) to view the CWA PPSO Help Page.

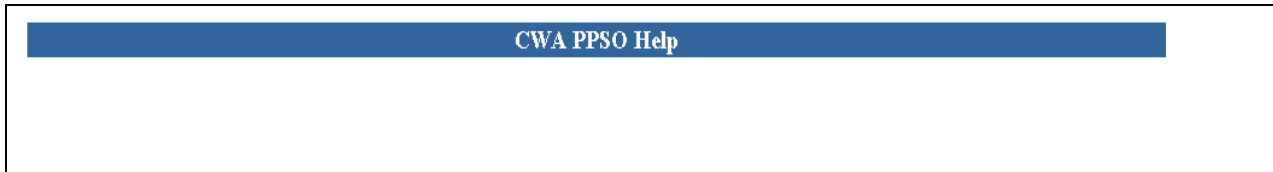


Figure 2-11 Help Screen

2.2.3.6 Sort By PPSO

Click on the link [Sort By PPSO](#) to view items listed by PPSO.

Shipment Services and Charges

Services which are approved have been requested and performed.

BL Number:	ZY-102849	Customer Name:	ROBINSON, RICHARD F	TP SCAC:	HLFI
Refresh Page	Shipment Line Of Accounting	Divert Shipment	Help		

☐ TP Shipment Note
☐ PPSO Shipment Note

☐ Storage at a more distant facility was approved for transportation provider convenience.
☐ Requested copies of DD619/619-1 from TP.

Shipment Type: INTER HHG

Location	LocationCode	City	State	County	Country
shipment service point	SRVCPT	CHULA VISTA	CA	SAN DIEGO	US
primary delivery location	PRIDLV	SINGERS GLEN	VA	ROCKINGHAM	US
additional delivery location	ADDDLV	SINGERS GLEN	VA	ROCKINGHAM	US
primary pickup location	PRIPCK	CHULA VISTA	CA	SAN DIEGO	US
destination sit	DSTSIT	WAYNESBORO	VA	AUGUSTA	US

☒ Sort By PPSO
☐ Sort By Invoice
☐ Show Only Origin PPSO Services
☐ Show Only Destination PPSO Services

Origin Services

Set Approval	Current Approval Status	Item Code	Description	TP Net Weight (Bill Weight)	TOPS Net Weight (Gross Weight)	IP Miles	DTOD Miles	Reweigh	Locations	Invoice Amount	CWA Cost	TP Notes	PPSO Notes	PowerTrack Sent Date
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	PENDING	LHS	Line Haul Charge	38.8 (40)	38.8 (440.4)	2525		Enter Reweigh	PRIPCK - PRIDLV	1800.18	0			

Set Approval	Current Approval Status	Item Pre-Approved	Item Code	Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	TP Notes	PPSO Notes	PowerTrack Sent Date
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	PENDING		535A	One Percent Service Charge (International)	N/A	QUANTITY [1]		10.18	0			
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	APPROVED		405A	Fuel Surcharge-LHS	PRIPCK - PRIDLV	FLAT RATE [1]		2.1	0			
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	APPROVED		405A	Fuel Surcharge-LHS	PRIPCK - PRIDLV	FLAT RATE [1]		1.27	0			
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	APPROVED		BSC	Border SAC	N/A	QUANTITY [1]		12.57	0			

[Click Here To Approve All Destination Items On Shipment](#)

Submit Approvals

NOTE: Only after ALL items in an invoice are set to either approved or disapproved status can the shipment information be sent to PowerTrack.

Figure 2-12 Sort By PPSO Screen

2.2.3.7 Sort By Invoice

Click on the link [Sort by Invoice](#) to view items listed by invoice.

Shipment Services and Charges													
Services which are approved have been requested and performed.													
BL Number:	JP-799925	Customer Name:	MODDER, WESLEY J				TP SCAC:	AIFD					
Refresh Page	Shipment Line Of Accounting		Divert Shipment		Help								
<input checked="" type="checkbox"/> TP Shipment Note							<input checked="" type="checkbox"/> PPSO Shipment Note						
<input type="checkbox"/> Storage at a more distant facility was approved for transportation provider convenience. <input type="checkbox"/> Requested copies of DD619/619-1 from TP.													
Shipment Type: ITGBL UB													
Location	Location Code	City	State	County	Country								
primary delivery location	PRIDLV	CORONADO	CA	SAN DIEGO	US								
primary pickup location	PRIPCK	KAILUA			US								
destination sit	DSTSIT	SAN DIEGO	CA	SAN DIEGO	US								
shipment port used	PERTUSD	PEARL HARBOR											
<input checked="" type="checkbox"/> Sort By PPSO <input checked="" type="checkbox"/> Sort By Invoice <input checked="" type="checkbox"/> Show Only Origin PPSO Services <input checked="" type="checkbox"/> Show Only Destination PPSO Services													
Linehaul Charges (Invoice Number IVVJP799925)													
Set Approval	Current Approval Status	Item Code	Description	TP Net Weight (Bill Weight)	TOPS Net Weight (Gross Weight)	TP Miles	DTOD Miles	Reweigh Locations	Invoice Amount	CWA Cost	TP Notes	PPSO Notes	PowerTrack Sent Date
	PENDING	LHS	Line Haul Charge	13.6 (13.6)	9.4 (13.6)			Enter Reweigh <input checked="" type="checkbox"/> PRIPCK - <input checked="" type="checkbox"/> PRIDLV	743.65	0			
Invoice Number: IVVJP799925													
Other Services/Charges													
Set Approval	Current Approval Status	Item Pre-Approved	Item Code	Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	TP Notes	PPSO Notes	PowerTrack Sent Date	
	PENDING		535A	One Percent Service Charge (International)	N/A	QUANTITY 1		7.92	0				
	APPROVED		405A	Fuel Surcharge-LHS	<input checked="" type="checkbox"/> PERTUSD - <input checked="" type="checkbox"/> PRIDLV	FLAT RATE 1	511	4.8	4.8				
	APPROVED		405A	Fuel Surcharge-LHS	<input checked="" type="checkbox"/> PRIPCK - <input checked="" type="checkbox"/> PERTUSD	FLAT RATE 1	1	1.73	1.73				
	APPROVED		WAR	War Risk SC	N/A	QUANTITY 1		34	34				
Invoice Number: IVVJP799925S													
Accessorial Services/Charges													
Set Approval	Current Approval Status	Item Pre-Approved	Item Code	Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	TP Notes	PPSO Notes	PowerTrack Sent Date	
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	PENDING		507K	Unpack:Extm Ctns	N/A	CUBIC FOOT 94		70.5	0				
SIT Services/Charges													
Set Approval	Current Approval Status	Item Pre-Approved	Item Code	Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	TP Notes	PPSO Notes	PowerTrack Sent Date	
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	PENDING		519A	SIT:Periods	<input checked="" type="checkbox"/> DSTSIT	QUANTITY 1 Weight 13.6		18.36	0				
<input type="radio"/> Approved <input type="radio"/> Disputed	PENDING		519C	Whse Handling	<input checked="" type="checkbox"/> DSTSIT	WEIGHT 13.6		18.36	0				

Figure 2-13 Sort By Invoice Screen

2.2.3.8 Show Only Origin PPSO Services

Click on the link [Show Only Origin PPSO Services](#) to view items listed by Origin PPSO.

Shipment Services and Charges													
Services which are approved have been requested and performed.													
BL Number:	JP-799925	Customer Name:		MODDER, WESLEY J		TP SCAC:	AHD						
Refresh Page		Shipment Line Of Accounting		Divert Shipment		Help							
<input type="checkbox"/> TP Shipment Note				<input type="checkbox"/> PPSO Shipment Note									
<input type="checkbox"/> Storage at a more distant facility was approved for transportation provider convenience. <input type="checkbox"/> Requested copies of DD619/619-1 from TP.													
Shipment Type: ITGBL UB													
Location	Location Code	City	State	County	Country								
primary delivery location	PRIDL	CORONADO	CA	SAN DIEGO	US								
primary pickup location	PRIPCK	KAILUA			US								
destination sit	DSTSIT	SAN DIEGO	CA	SAN DIEGO	US								
shipment port used	PERTUSD	PEARL HARBOR											
<input type="checkbox"/> Sort By PPSO				<input type="checkbox"/> Sort By Invoice				<input checked="" type="checkbox"/> Show Only Origin PPSO Services				<input type="checkbox"/> Show Only Destination PPSO Services	

Origin Services														
Linehaul Charges (Invoice Number IVVJP799925)														
Set Approval	Current Approval Status	Item Code	Description	TP Net Weight (Bill Weight)	TOPS Net Weight (Gross Weight)	TP Miles	DTOD Miles	Reweigh	Locations	Invoice Amount	CWA Cost	TP Notes	PPSO Notes	PowerTrack Sent Date
	PENDING	LHS	Line Haul Charge	13.6 (13.6)	9.4 (13.6)			Enter Reweigh	PRIPCK - PRIDL	743.65	0			

Set Approval	Current Approval Status	Item Pre-Approved	Item Code	Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	TP Notes	PPSO Notes	PowerTrack Sent Date
	PENDING		535A	One Percent Service Charge (International)	N/A	QUANTITY 1		7.92	0			
	APPROVED		405A	Fuel Surcharge-LHS	PERTUSD - PRIDL	FLAT RATE 1	511	4.8	4.8			
	APPROVED		405A	Fuel Surcharge-LHS	PRIPCK - PERTUSD	FLAT RATE 1	1	1.73	1.73			
	APPROVED		WAR	War Risk S/C	N/A	QUANTITY 1		34	34			
	PENDING		535A	One Percent Service Charge (International)	N/A	QUANTITY 1		3.63	0			

[Click Here To Approve All Origin Items On Shipment](#)

NOTE: Only after ALL items in an invoice are set to either approved or disapproved status can the shipment information be sent to PowerTrack.

Figure 2-14 Show Only Origin PPSO Services Screen

2.2.3.9 Show Only Destination PPSO Services

Click on the link [Show Only Destination PPSO Services](#) to view items listed by Destination PPSO.

Shipment Services and Charges												
Services which are approved have been requested and performed.												
BL Number:	JP-799925	Customer Name:	MODDER, WESLEY J	TP SCAC:	AIFD							
Refresh Page	Shipment Line Of Accounting	Divert Shipment	Help									
TP Shipment Note			PPSO Shipment Note									
<input type="checkbox"/> Storage at a more distant facility was approved for transportation provider convenience.												
<input type="checkbox"/> Requested copies of DD619/619-1 from TP.												
Shipment Type: ITGBL UB												
Location	Location Code	City	State	County	Country							
primary delivery location	PRIDL	CORONADO	CA	SAN DIEGO	US							
primary pickup location	PRIPCK	KAILUA			US							
destination sit	DSTSIT	SAN DIEGO	CA	SAN DIEGO	US							
shipment port used	PRTUSD	PEARL HARBOR										
Sort By PPSO		Sort By Invoice		Show Only Origin PPSO Services								
				Show Only Destination PPSO Services								
Destination Services												
Set Approval	Current Approval Status	Item Pre Approved	Item Code	Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	TP Notes	PPSO Notes	PowerTrack Sent Date
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	PENDING		519A	SIT:Periods	DSTSIT	QUANTITY 1 Weight 13.6		18.36	0			
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	PENDING		519C	Whse Handling	DSTSIT	WEIGHT 13.6		18.36	0			
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	PENDING		521A	SIT Pup/Del	DSTSIT - PRIDL	WEIGHT 13.6 Miles 8	4	244.8	0			
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	PENDING		507K	Unpack:Extml Ctns	N/A	CUBIC FOOT 94		70.5	0			
Click Here To Approve All Destination Items On Shipment												
<input type="button" value="Submit Approvals"/>												
NOTE: Only after ALL items in an invoice are set to either approved or disapproved status can the shipment information be sent to PowerTrack.												

Figure 2-15 Show Only destination PPSO Services Screen

2.2.3.10 Items Requiring Approvals

This screen displays invoice items requiring approvals on the *Edit Items* link. To approve/deny/dispute an item click the “Approved,” “Disputed,” or “Denied,” radio button in the *Set Approval* column and then click [Submit].

Sort By PPSO		Sort By Invoice		Show Only Origin PPSO Services		Show Only Destination PPSO Services								
Origin Services														
Set Approval	Current Approval Status	Item Code	Description	TP Net Weight (Bill Weight)	TOPS Net Weight (Gross Weight)	TP Miles	DTOD Miles	Reweigh	Locations	Invoice Amount	CWA Cost	TP Notes	PPSO Notes	PowerTrack Sent Date
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	PENDING	LHS	Line Haul Charge	38.8 (40)	38.8 (440.4)	2525		Enter Reweigh	PRIPCK - PRIDL V	1800.18	0			
Set Approval	Current Approval Status	Item Pre-Approved	Item Code	Description	Location (s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	TP Notes	PPSO Notes	PowerTrack Sent Date		
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	PENDING		155A	Addtl Trans Chg	SRVCPT	WEIGHT 40		23.36	0					
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	PENDING		155A	Addtl Trans Chg	SRVCPT	WEIGHT 40		23.36	0					

Figure 2-16 Items Requiring Approval Screen

Note: Approving, denying, and disputing services is a primary task of the PPSO users. The PPSO representative approves the line items and quantities that are valid and uses the TP and PPSO notes to assist the approval process.

2.2.3.11 TP Note

Click on TP Note to view the information provided by the TP.

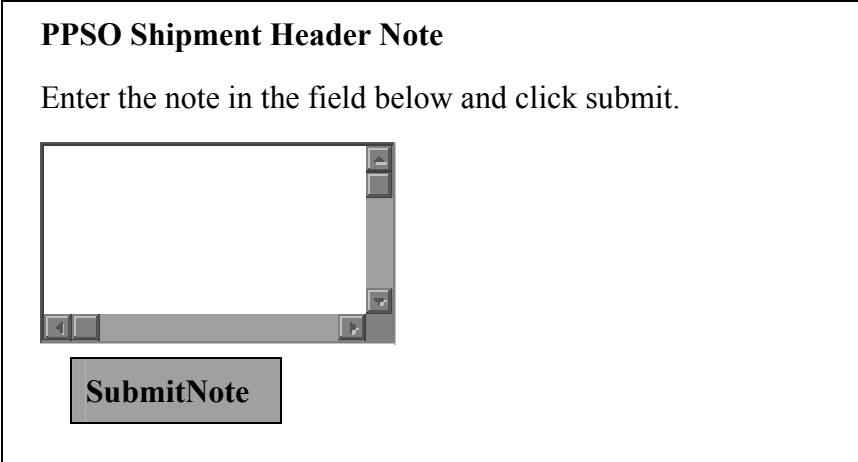
Item Code: 155A (Addtl Trans Chg)

TP Note: Addtl Trans Chg

Figure 2-17 TP Note Screen

2.2.3.12 PPSO Shipment Note

Click on PPSO shipment note, enter note and click the [SubmitNote] button.



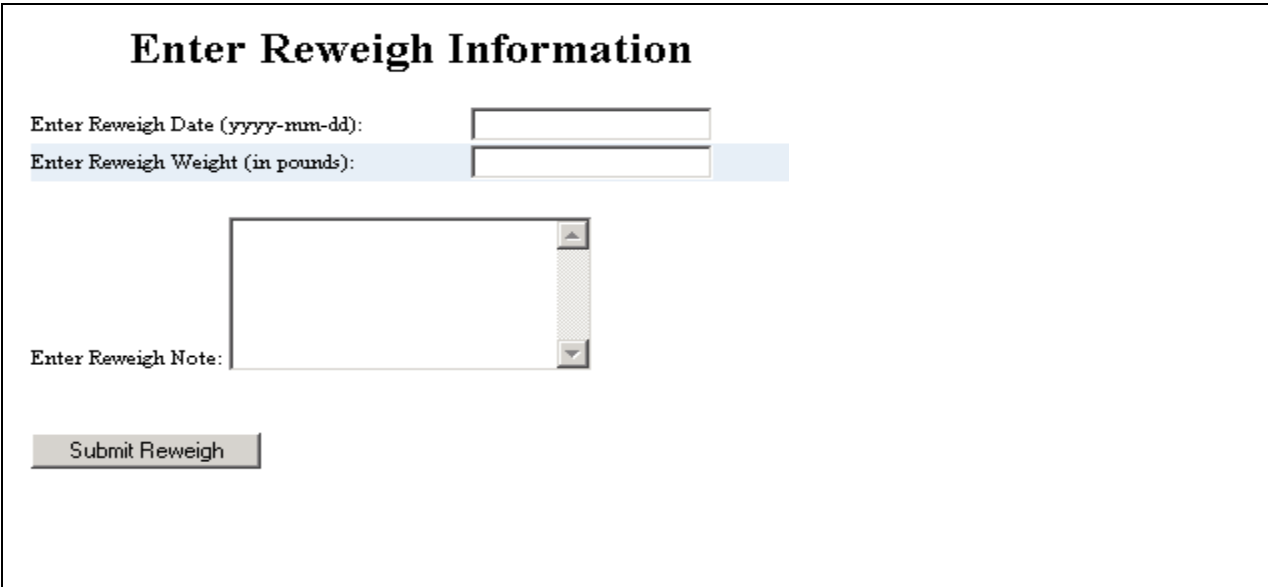
The screenshot shows a web form titled "PPSO Shipment Header Note". Below the title is a text instruction: "Enter the note in the field below and click submit." There is a large, empty text area with a vertical scrollbar on the right and a horizontal scrollbar at the bottom. Below the text area is a button labeled "SubmitNote".

Figure 2-18 PPSO Shipment Note Screen

Note: Besides hand-entered note, this screen is also used to depict error messages when the costing engine is unable to cost a particular line item due to error conditions.

2.2.3.13 Enter Reweigh

Click on the link [Enter Reweigh](#) to edit/view reweigh information.



The screenshot shows a web form titled "Enter Reweigh Information". It contains three input fields: "Enter Reweigh Date (yyyy-mm-dd):" with a date picker, "Enter Reweigh Weight (in pounds):" with a text input, and "Enter Reweigh Note:" with a large text area and a vertical scrollbar. At the bottom is a button labeled "Submit Reweigh".

Figure 2-19 Enter Reweigh Screen

2.2.3.14 Shipment Primary Pickup Address (PRIPCK)

Example: Click on the link [PRIPCK](#) to view the information on shipment service location.

Note: For complete list of shipping address types, see Appendix C.

Edit Shipment Service Location Information	
Location Type:	SHIPMENT PRIMARY PICKUP ADDRESS (SF)
Location Information Source (TOPS/TP):	TP INVOICE
City:	CHULA VISTA
County:	SAN DIEGO
State:	CA
Country:	US
Enter New Zip Code:	<input type="text" value="91909"/>
Current Rate Area:	
Select New Rate Area:	<input type="text" value="Select From Dropdown"/>
<input type="button" value="Submit Edit"/>	

Figure 2-20 PRIPCK Screen

2.2.3.15 Shipment Primary Delivery Address (PRIDCV)

Example: Click on the link [PRIDCV](#) for information on shipment service location.

Edit Shipment Service Location Information	
Location Type:	SHIPMENT PRIMARY DELIVERY ADDRESS (ST)
Location Information Source (TOPS/TP):	TOPS/THIST
Street Address:	8647 SPARKLING SPRINGS ROAD
City:	SINGERS GLEN
County:	ROCKINGHAM
State:	VA
Country:	US
Enter New Zip Code:	<input type="text" value="22850"/>
Current Rate Area:	US25
Select New Rate Area:	<input type="text" value="Select From Dropdown"/>
<input type="button" value="Submit Edit"/>	

Figure 2-21 PRIDCV Screen

2.2.4 View All BL(s) For PPSO

Click on the link [View All BL\(s\) For PPSO](#) to view list of all shipments for PPSO. This link provides two options: View Items and Enter Approvals.

SDDC CWA PPSO View

[CWA Main Page](#)
[PPSO Main Page](#)
[View Pending Items for PPSO](#)
[View All BL\(s\) For PPSO](#)
[Search For BL](#)
[Pre Approvals](#)

All BLs for PPSO

The table below lists all shipments for PPSO HBAT.

View Items	Enter Approvals	BL Number	Member SSN	Member Name	Order #	Origin GBLOC	Destination GBLOC
		JP-358362	234-56-7575	SINGLETON, JAMES G.	L098-36	HBAT	BGAC
		JP-359102	234-56-7576	GUFFEY, DAVID S	L121-46	HBAT	CLPK
		JP-359872	234-56-7577	RYAN, MICHAEL DAVID	043-0204	HBAT	BGAC
		JP-617987	234-56-7606	GARCIA, GINO J	C345-23	MLNQ	HBAT
		JP-619235	234-56-7611	JUSTICE, NERELSHA S	C022-36	MLNQ	HBAT
		JP-620259	234-56-7641	LEWIS, WINIFRED L	C028-40	MLNQ	HBAT
		JP-726736	234-56-7619	RENDON JR, RICARDO	L309-011	HBAT	MLNQ
		JP-727035	234-56-7666	MEGETT, JASON E	L277-163	HBAT	MLNQ
		JP-727209	234-56-7667	GIBSON, HUNTER	010-457	HBAT	MLNQ
		JP-727396	234-56-7668	GRIFFIN, GILBERT A	L034-046	HBAT	MLNQ
		JP-727563	234-56-7669	SEWASH, MILES M	074-0256	HBAT	MLNQ
		JP-727673	234-56-7234	PALMERE JR, ALBERT P	L066-017	HBAT	MLNQ
		JP-727690	234-56-7492	JACOBSON, SHANE A	C055-02	HBAT	MLNQ
		JP-727902	234-56-7670	KUTHEIS II, PETER PAUL	L274-46	HBAT	MLNQ
		JP-728180	234-56-7493	JUNTUNEN, JAMIE M	L128-003	HBAT	MLNQ
		JP-728191	234-56-7494	WESTRICK, JASON ALLEN	L119-043	HBAT	MLNQ
		JP-728205	234-56-7495	DRAKE, WESLEY LESTER	L140-013	HBAT	MLNQ
		JP-728209	234-56-7496	AIKMAN, ANTHONY	L323-035	HBAT	MLNQ

Figure

2-22 View All BL(s) for PPSO Screen

2.2.4.1 View Items

Click on the link View Items to view shipment services and charges. This is a read-only option.

SDDC CWA PPSO View

[CWA Main Page](#)
[PPSO Main Page](#)
[View Pending Items for PPSO](#)
[View All BL\(s\) For PPSO](#)
[Search For BL](#)
[Pre Approvals](#)

Shipment Services and Charges

Services which are approved have been requested and performed.

BL Number:	JP-547053	Customer Name:	FRANCIS, SEAN P	TP SCAC:	AIFD
Refresh Page		Shipment Line Of Accounting		Help	

TTP Shipment Note

PPSO Shipment Note

☐ Storage at a more distant facility was approved for transportation provider convenience.

☐ Requested copies of DD619/619-1 from TP.



Location	Location Code	City	State	County	Country
shipment authorized pickup address	ATHPCK	MCCHORD AFB	WA	PIERCE	US
shipment authorized delivery address	ATHDLV	MISAWA AB			JA
primary delivery location	PRIDLV	MISAWA AB		APC 96319	JA
primary pickup location	PRIPCK	MCCHORD AFB	WA	PIERCE	US
destination sit	DSTSIT	MISAWA-SHI		99999	JA

There are no invoices currently for this shipment.

Figure 2-23 View Items Screen

2.2.4.2 Enter Approvals

Example: Click on the link [Enter Approvals](#) to view shipments services and charges. This link provides four options: Refresh Page, Shipment Line Of Accounting, Divert Shipment, and Help. Also, it provides four view options: Sort By PPSO (shown below), Sort By Invoice, Show Only Origin PPSO Services, and Show Only Destination PPSO Services.

SDDC CWA PPSO View

[CWA Main Page](#)
[PPSO Main Page](#)
[View Pending Items for PPSO](#)
[View All BL\(s\) For PPSO](#)
[Search For BL](#)
[Enter Approvals](#)

Shipment Services and Charges

Services which are approved have been requested and performed.

BL Number:	JP-799925	Customer Name:	MODDER, WESLEY J	TP SCAC:	AIFD
Refresh Page	Shipment Line Of Accounting	Divert Shipment	Help		

☐ TP Shipment Note
☐ PPSO Shipment Note

☐ Storage at a more distant facility was approved for transportation provider convenience.
☐ Requested copies of DD619/619-1 from TP.

Shipment Type: ITGEL UB

Location	Location Code	City	State	County	Country
primary delivery location	PRIDLV	CORONADO	CA	SAN DIEGO	US
primary pickup location	PRIPCK	KAILUA			US
destination sit	DSTSIT	SAN DIEGO	CA	SAN DIEGO	US
shipment port used	PRTUSD	PEARL HARBOR			

☒ Sort By PPSO
☐ Sort By Invoice
☐ Show Only Origin PPSO Services
☐ Show Only Destination PPSO Services

Destination Services

Set Approval	Current Approval Status	Item Pre-Approved	Item Code	Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	TP Notes	PPSO Notes	PowerTrack Sent Date
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	PENDING		519A	SIT:Periods	DSTSIT	<div style="display: flex; justify-content: space-between; font-size: x-small;"> QUANTITY 1 Weight 13.6 </div>		18.36	0			
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	PENDING		519C	Whse Handling	DSTSIT	<div style="display: flex; justify-content: space-between; font-size: x-small;"> WEIGHT 13.6 </div>		18.36	0			

[Click Here To Approve All Destination Items On Shipment](#)

Origin Services

Linehaul Charges (Invoice Number IVVJP799925)

Set Approval	Current Approval Status	Item Code	Description	TP Net Weight (Bill Weight)	TOPS Net Weight (Gross Weight)	TP Miles	DTOD Miles	Reweigh Locations	Invoice Amount	CWA Cost	TP Notes	PPSO Notes	PowerTrack Sent Date
	PENDING	LHS	Line Haul Charge	13.6 (13.6)	9.4 (13.6)			<div style="display: flex; justify-content: space-between; font-size: x-small;"> Enter Reweigh PRIPCK - PRIDLV </div>	743.65	0			

[Click Here To Approve All Origin Items On Shipment](#)

NOTE: Only after ALL items in an invoice are set to either approved or disapproved status can the shipment information be sent to PowerTrack.

Figure 2-24 Enter Approval Screen

Example 1: Sort by Invoice

Shipment Services and Charges														
Services which are approved have been requested and performed.														
BL Number:	JP-799925	Customer Name:	MODDER, WESLEY J					TP SCAC:	AIFD					
Refresh Page	Shipment Line Of Accounting		Divert Shipment					Help						
TP Shipment Note							PPSSO Shipment Note							
<input type="checkbox"/> Storage at a more distant facility was approved for transportation provider convenience.														
<input type="checkbox"/> Requested copies of DD619/619-1 from TP.														
Shipment Type: ITGBL UB														
Location	Location Code	City	State	County	Country									
primary delivery location	PRIDL V	CORONADO	CA	SAN DIEGO	US									
primary pickup location	PRIPCK	KAILUA			US									
destination sit	DSTSIT	SAN DIEGO	CA	SAN DIEGO	US									
shipment port used	PRTUSD	PEARL HARBOR												
<div> Sort By PPSSO Sort By Invoice Show Only Origin PPSSO Services Show Only Destination PPSSO Services </div>														
Linehaul Charges (Invoice Number IVVJP799925)														
Set Approval	Current Approval Status	Item Code	Description	TP Net Weight (Bill Weight)	TOPS Net Weight (Gross Weight)	TP Miles	DTOD Miles	Reweigh	Locations	Invoice Amount	CWA Cost	TP Notes	PPSSO Notes	PowerTrack Sent Date
	PENDING	LHS	Line Haul Charge	13.6 (13.6)	9.4 (13.6)			Enter Reweigh	PRIPCK - PRIDL V	743.65	0			
Invoice Number: IVVJP799925														
Other Services/Charges														
Set Approval	Current Approval Status	Item Pre-Approved	Item Code	Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	TP Notes	PPSSO Notes	PowerTrack Sent Date		
	PENDING		535A	One Percent Service Charge (International)	N/A	QUANTITY 1		7.92	0					
	APPROVED		405A	Fuel Surcharge-LHS	PRTUSD - PRIDL V	FLAT RATE 1	511	4.8	4.8					
	APPROVED		405A	Fuel Surcharge-LHS	PRIPCK - PRTUSD	FLAT RATE 1	1	1.73	1.73					
	APPROVED		WAR	War Risk S/C	N/A	QUANTITY 1		34	34					

Invoice Number: IVVJP799925S													
Accessorial Services/Charges													
Set Approval	Current Approval Status	Item Pre-Approved	Item Code	Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	TP Notes	PPSO Notes	PowerTrack Sent Date	
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	PENDING		507K	Unpack: Extnl Ctns	N/A	CUBIC FOOT 94		70.5	0				
SIT Services/Charges													
Set Approval	Current Approval Status	Item Pre-Approved	Item Code	Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	TP Notes	PPSO Notes	PowerTrack Sent Date	
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	PENDING		519A	SIT: Periods	DSTSIT	QUANTITY 1 Weight 13.6		18.36	0				
<input type="radio"/> Approved <input type="radio"/> Disputed	PENDING		519C	Whse Handling	DSTSIT	WEIGHT 13.6		18.36	0				

Figure 2-25 Sort by Invoice Screen

Example 2: Show Only Origin PPSO Services

Shipment Services and Charges					
Services which are approved have been requested and performed.					
BL Number:	JP-799925	Customer Name:	MODDER, WESLEY J	TP SCAC:	AIFD
Refresh Page	Shipment Line Of Accounting	Divert Shipment	Help		
TTP Shipment Note			PPSO Shipment Note		
<input type="checkbox"/> Storage at a more distant facility was approved for transportation provider convenience.					
<input type="checkbox"/> Requested copies of DD619/619-1 from TP.					
Shipment Type: ITGBL UB					
Location	Location Code	City	State	County	Country
primary delivery location	PRIDL	CORONADO	CA	SAN DIEGO	US
primary pickup location	PRIPCK	KAILUA			US
destination sit	DSTSIT	SAN DIEGO	CA	SAN DIEGO	US
shipment port used	PRTUSD	PEARL HARBOR			
<div> Sort By PPSO Sort By Invoice Show Only Origin PPSO Services Show Only Destination PPSO Services </div>					

Origin Services													
Linehaul Charges (Invoice Number IVVJP799925)													
Set Approval	Current Approval Status	Item Code	Description	TP Net Weight (Bill Weight)	TOPS Net Weight (Gross Weight)	TP Miles	DTOD Miles	Reweigh	Locations	Invoice Amount	CWA Cost	TP Notes	PPSO PowerTrack Notes Sent Date
	PENDING	LHS	Line Haul Charge	13.6 (13.6)	9.4 (13.6)			Enter Reweigh	PRIPCK - PRIDL V	743.65	0		

Set Approval	Current Approval Status	Item Pre-Approved	Item Code	Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	TP Notes	PPSO PowerTrack Notes Sent Date
	PENDING		535A	One Percent Service Charge (International)	N/A	QUANTITY 1		7.92	0		
	APPROVED		405A	Fuel Surcharge-LHS	PRPTUSD - PRIDL V	FLAT RATE 1	511	4.8	4.8		
	APPROVED		405A	Fuel Surcharge-LHS	PRIPCK - PRPTUSD	FLAT RATE 1	1	1.73	1.73		
	APPROVED		WAR	War Risk S/C	N/A	QUANTITY 1		34	34		
	PENDING		535A	One Percent Service Charge (International)	N/A	QUANTITY 1		3.63	0		

[Click Here To Approve All Origin Items On Shipment](#)

Submit Approvals

NOTE: Only after ALL items in an invoice are set to either approved or disapproved status can the shipment information be sent to PowerTrack.

Figure 2-26 Show Only Origin PPSO Services Screen

Example 3: Show Only Destination PPSO Services

Shipment Services and Charges												
Services which are approved have been requested and performed.												
BL Number:	JP-799925	Customer Name:	MODDER, WESLEY J	TP SCAC:	AIFD							
Refresh Page	Shipment Line Of Accounting	Divert Shipment	Help									
TP Shipment Note			PPSO Shipment Note									
<input type="checkbox"/> Storage at a more distant facility was approved for transportation provider convenience.												
<input type="checkbox"/> Requested copies of DD619/619-1 from TP.												
Shipment Type: ITGBL UB												
Sort By PPSO	Sort By Invoice	Show Only Origin PPSO Services		Show Only Destination PPSO Services								
Destination Services												
Set Approval	Current Approval Status	Item Pre Approved	Item Code	Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	TP Notes	PPSO Notes	PowerTrack Sent Date
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	PENDING		519A	SIT:Periods	DSTSIT	QUANTITY 1 Weight 13.6		18.36	0			
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	PENDING		519C	Whse Handling	DSTSIT	WEIGHT 13.6		18.36	0			
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	PENDING		521A	SIT Pup/Del	DSTSIT - PRIDLV	WEIGHT 13.6 Miles 8	4	244.8	0			
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	PENDING		507K	Unpack:ExtmL Ctns	N/A	CUBIC FOOT 94		70.5	0			
Click Here To Approve All Destination Items On Shipment												
<input type="button" value="Submit Approvals"/>												
NOTE: Only after ALL items in an invoice are set to either approved or disapproved status can the shipment information be sent to PowerTrack.												

Figure 2-27 Show Only Destination PPSO Services Screen

2.2.5 Search for BL

Click on the link [Search for BL](#) to search for a shipment. This link provides four search options: BL Number, Member SSN, Member Last Name, and Member Order Number.

Figure 2-28 Search for BL Screen

2.2.5.1 Search by BL Number

Example: Enter BL Number and click [Search] button.

Results for Search by BL number = jp-677143							
View Items	Edit Items	BL Number	Member SSN	Member Name	Orders #	Origin CBLOC	Destination CBLOC
		JP-677143	234-56-7660	MCMANUS, TIMOTHY E	AA-2697	AGFM	WFFL

Figure 2-29 Search Results by BL Number Screen

2.2.6 Pre Approvals

Click on the link *Pre Approvals* to view preapprovals for PPSO. This link provides two search options: by Pickup and Delivery. Enter BL Number, check the Pickup or Delivery radio button and click [Submit].

SDDC CWA PPSO View

Pre Approvals for PPSO CONT

Enter the BL Number and the Service Type for the shipment you wish to enter preapproval services for.

BL Number:

Select Service Location: ☐ Pickup ☐ Delivery

The table below lists all shipments for PPSO CONT that have preapproval items pending.

View/Edit Items	BL Number	Member SSN	Member Name	Orders #	Origin Gbloc	Destination Gbloc
-----------------	-----------	------------	-------------	----------	--------------	-------------------

Figure 2-30 Pre Approvals Screen

2.2.6.1 Search by Pickup

Example: Enter BL Number, click the Pickup radio button, and then click [Submit] on the *Pre Approvals* Screen to view items listed by pickup.

SDDC CWA PPSO View

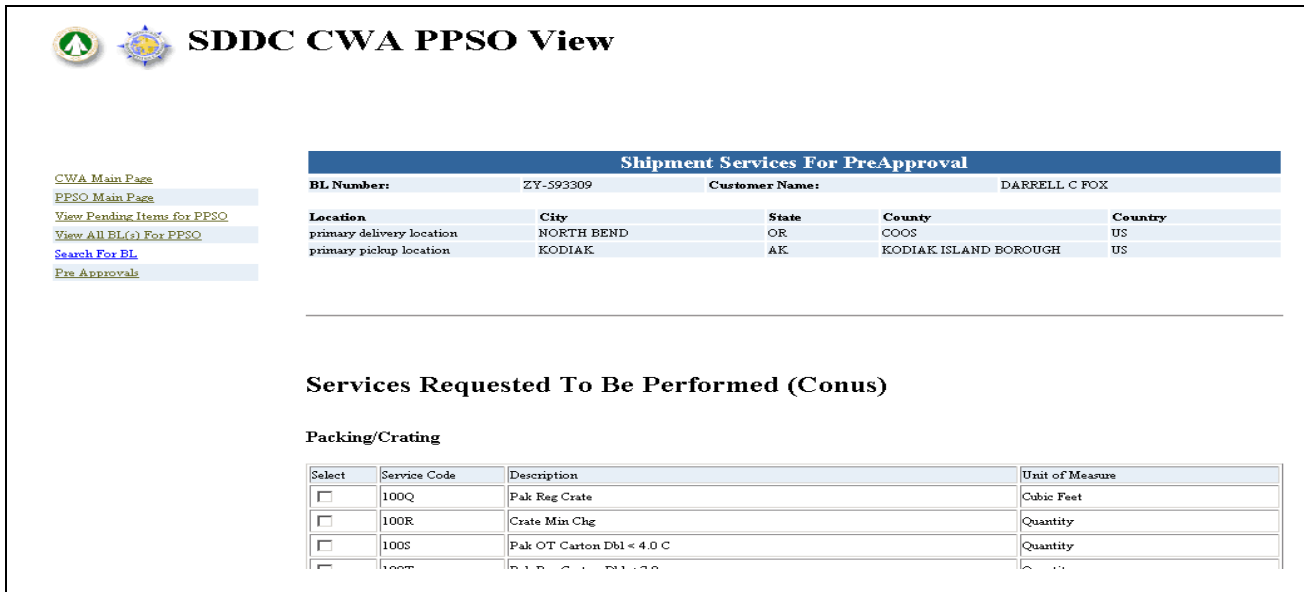
Error

Preapproval For pickup Is Not Allowed For Your GBLOC. Please Try Again And Select Services.

Figure 2-31 Search Results by Pickup

2.2.6.2 Search by Delivery

Example: Enter BL Number, click the Delivery radio button, and then click **[Submit]** on the *Pre Approvals* Screen to view items listed by delivery.



SDDC CWA PPSO View

[CWA Main Page](#)
[PPSO Main Page](#)
[View Pending Items for PPSO](#)
[View All BL\(s\) For PPSO](#)
[Search For BL](#)
[Pre Approvals](#)

Shipment Services For PreApproval				
BL Number:	ZY-593309		Customer Name:	DARRELL C FOX
Location	City	State	County	Country
primary delivery location	NORTH BEND	OR	COOS	US
primary pickup location	KODIAK	AK	KODIAK ISLAND BOROUGH	US

Services Requested To Be Performed (Conus)

Packing/Crating

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	100Q	Pak Reg Crate	Cubic Feet
<input type="checkbox"/>	100R	Crate Min Chg	Quantity
<input type="checkbox"/>	100S	Pak OT Carton Dbl < 4.0 C	Quantity
<input type="checkbox"/>	100T	Pak OT Carton Dbl < 4.0 C	Quantity

Figure 2-32 Search Results by Delivery

2.3 TP SCREENS

2.3.1 Log in as a TP

The user will click on the link TP from the CWA Main Page menu on the left side of the screen to view TP Main Page.



SDDC Central Web Application (CWA)

CurrentLogin: gasi0005 loginType=TP loginNameID=BKNH

Welcome to the SDDC Central Web Application Main Page.

If you have not already logged in through ETA, just click on one of the links on the left side bar and you will be forwarded to ETA for authentication.

[PPPO/PPSO](#)
[TP](#)
[Audit](#)
[Reports](#)

Figure 2-33 TP Multiple Screen

2.3.2 Log in as a TP Multiple

The user will click on the link TP from the CWA Main Page menu on the left side of the screen to view TP Multiple Main Page.

Figure 2-34 TP Multiple Login Screen

2.3.3 Select a specific TP

Select a specific TP from the dropdown window to view/edit shipment information.

Figure 2-35 TP Dropdown Window Screen

2.3.4 View Pending Items for TP

Click on the link [View Pending Items for TP](#) to view pending items for TP. This link provides two options: View Items and Edit Items.

SDDC CWA (TP: AIFD)

Pending Items For TP

The table below lists all shipments for TP SCAC AIFD that have items that either require approval (status pending or updated) or have been rejected by the PPSO (disputed or denied), and have not been sent to PowerTrack.

View Items	Edit Items	BL Number	Oldest Open Item	Member SSN	Member Name	Orders #	Origin	Destination
		JP-474354	42 days	234-56-7201	BRIONES, ROY A	1326	LIMT	MLN
		JP-494471	42 days	234-56-7568	BURNS, MEG G	0213	LHNQ	MLN
		JP-494635	42 days	234-56-7202	VALADEZ, RAYMOND S	1683	LHNQ	MLN
		JP-569919	42 days	234-56-7476	BUTLER, DEWAYNE C	AA-0042	WFFL	CAM
		JP-570146	42 days	234-56-7206	MCCOY, MATTHEW L	AB-0712	WFFL	BGA
		JP-620759	42 days	234-56-7477	CLAUDIO, ARNALDO	C035 12	MLNQ	BGA
		JP-620896	42 days	234-56-7207	ROGERS, DARIN P	3082	MLNQ	111
		JP-664530	42 days	234-56-7569	PURNELL, DAREN L	2952	LKNQ	MLN
		JP-676291	42 days	234-56-7486	FLOOD, KEVIN M	0782	AGFM	MLN
		JP-676314	42 days	234-56-7214	TRANTINA, PAUL A	1512	AGFM	MLN
		JP-676455	42 days	234-56-7490	CHURCH, THEODORE J	304-4686	AGFM	MLN
		JP-676553	42 days	234-56-7216	WILSON, SHELENN R	AE-5750	AGFM	WFF
		JP-676635	42 days	234-56-7218	GREEN, CHRISTINA E	120-490	AGFM	MLN
		JP-676935	42 days	234-56-7222	MILLER, DANIELLE C	199-567	AGFM	MLN

Figure 2-36 View Pending Items Screen

2.3.4.1 View Items

Click on the link [View Items](#) to view shipment services and charges. This is a read-only option.

SDDC CWA (TP: HILD)

Shipment Services and Charges

BL Number: **ZY-264718** Customer Name: **RIVETT, JEFFREY M** TP SCAC: **HILD**

☐ TP Shipment Note ☐ PPSO Shipment Note

Location	Location Code	City	State	County	Country
shipment authorized pickup address	PW	SEATTLE	WA	KING	US
shipment service point	77	BRADFORD	RI	WASHINGTON	US
shipment authorized delivery address	DA	NEWPORT	RI	NEWPORT	US
primary delivery location	ST	NEWPORT	RI	NEWPORT	US
primary pickup location	SF	SEATTLE	WA	KING	US
destination sit	WD	EAST PROVIDENCE	RI	PROVIDENCE	US

Invoice Number: 23120B

Figure 2-37 View Items Screen











Shipment Services and Charges											
BL Number:	ZY-264718	Customer Name:	RIVETT, JEFFREY M			TP SCAC:	HILI				
 TP Shipment Note						 PPSO Shipment Note					
Location	Location Code	City	State	County	Country						
shipment authorized pickup address	PW	SEATTLE	WA	KING	US						
shipment service point	77	BRADFORD	RI	WASHINGTON	US						
shipment authorized delivery address	DA	NEWPORT	RI	NEWPORT	US						
primary delivery location	ST	NEWPORT	RI	NEWPORT	US						
primary pickup location	SF	SEATTLE	WA	KING	US						
destination sit	WD	EAST PROVIDENCE	RI	PROVIDENCE	US						
Invoice Number: 23120B											
SIT Services/Charges											
Approval Status	Item Code	Description	Location(s)	Units - Quantities		Invoice Amount	TP Notes	PPSO Notes	PowerTrack Sent Date	859LXNumber	859IDCNumber
PENDING	145A	SIT 1st Day	 WD	WEIGHT	22	26.18				1	PTIDX1
PENDING	145B	SIT Addtl Day	 WD	DAYS	95	188.1				2	PTIDX2
				Weight	22						
PENDING	145C	Whse Handling	 WD	WEIGHT	22	62.92				3	PTIDX3
PENDING	GPDS	SIT Pup/Del	 WD -  DA	WEIGHT	22	423.5				6	PTIDX6
				Miles	31						
Other Services/Charges											
Approval Status	Item Code	Description	Location(s)	Units - Quantities		Invoice Amount	TP Notes	PPSO Notes	PowerTrack Sent Date	859LXNumber	859IDCNumber
PENDING	130C	Vahuation: Addl Chg SIT 1st	 WD	WEIGHT	22	2.62				4	PTIDX4
PENDING	130D	Vahuation: Addl Chg Sit Addl	 WD	DAYS	95	18.81				5	PTIDX5
				Weight	22						
PENDING	405B	Fuel Surcharge-DEL	 77	FLAT RATE	1	12.71				7	PTIDX7

Figure 2-38 View Items Full Screen

2.3.4.2 Edit Items

Click on the link [Edit Items](#) to edit shipment services and charges. This is an option to make changes. TP will use this screen to correct invoice line item quantities, locations (zip codes) and cost values as well as add TP notes.

SDDC CWA (TP: HIL)

[CWA Main Page](#)
[TP Main Page](#)
[View Pending Items For TP](#)
[View All Shipments For TP](#)
[Search For Shipment\(s\)](#)
[Open/Unpaid Item Reports](#)
[Pre Approvals](#)
[Print BL](#)

Shipment Services and Charges

BL Number:	ZY-264718	Customer Name:	RIVETT, JEFFREY M	TP SCAC:	HILI
------------	-----------	----------------	-------------------	----------	------

TP Shipment Note

PPSO Shipment Note

Location	Location Code	City	State	County	Country
shipment authorized pickup address	PW	SEATTLE	WA	KING	US
shipment service point	77	BRADFORD	RI	WASHINGTON	US
shipment authorized delivery address	DA	NEWPORT	RI	NEWPORT	US
primary delivery location	ST	NEWPORT	RI	NEWPORT	US
primary pickup location	SF	SEATTLE	WA	KING	US
destination sit	WD	EAST PROVIDENCE	RI	PROVIDENCE	US

Invoice Number: 23120B

SIT Services/Charges

Edit	Approval Status	Item Code	Description	Location(s)	Units - Quantities	Invoice Amount	TP Notes	PPSO PowerTrack Notes	Sent Date	859LXNumber	859IDCNumber
<input type="checkbox"/>	PENDING	145A	SIT 1st Day	WD	WEIGHT 22	26.18				1	PTIDX1

Figure 2-39 Edit Item Screen

March 10, 2004

2-28

Contract Number DTT59-99-D-00463
 DCN 2039002-501-240-rev2

Shipment Services and Charges										
BL Number:	ZY-264718	Customer Name:	RIVETT, JEFFREY M	TP SCAC:	HILI					

TP Shipment Note
 PPSO Shipment Note

Location	LocationCode	City	State	County	Country
shipment authorized pickup address	PW	SEATTLE	WA	KING	US
shipment service point	77	BRADFORD	RI	WASHINGTON	US
shipment authorized delivery address	DA	NEWPORT	RI	NEWPORT	US
primary delivery location	ST	NEWPORT	RI	NEWPORT	US
primary pickup location	SF	SEATTLE	WA	KING	US
destination sit	WD	EAST PROVIDENCE	RI	PROVIDENCE	US

Invoice Number: 23120B

SIT Services/Charges

Edit	Approval Status	Item Code	Description	Location(s)	Units - Quantities	Invoice Amount	TP Notes	PPSO Notes	PowerTrack Sent Date	859LXNumber	859IDCNumber
<input type="checkbox"/>	PENDING	145A	SIT 1st Day	WD	WEIGHT 22	26.18				1	PTIDX1
<input type="checkbox"/>	PENDING	145B	SIT Addtl Day	WD	DAYS 95 Weight 22	188.1				2	PTIDX2
<input type="checkbox"/>	PENDING	145C	Whse Handling	WD	WEIGHT 22	62.92				3	PTIDX3
<input type="checkbox"/>	PENDING	PD5	SIT Pup/Del	WD - DA	WEIGHT 22 Miles 31	423.5				6	PTIDX6

Other Services/Charges

Edit	Approval Status	Item Code	Description	Location(s)	Units - Quantities	Invoice Amount	TP Notes	PPSO Notes	PowerTrack Sent Date	859LXNumber	859IDCNumber
<input type="checkbox"/>	PENDING	130C	Vahuation: Addl Chg SIT 1st	WD	WEIGHT 22	2.62				4	PTIDX4
<input type="checkbox"/>	PENDING	130D	Vahuation: Addl Chg Sit Addl	WD	DAYS 95 Weight 22	18.81				5	PTIDX5
<input type="checkbox"/>	PENDING	405B	Fuel Surcharge-DEL	77	FLAT RATE 1	12.71				7	PTIDX7

Figure 2-40 Edit Items Full Screen

2.3.4.3 Shipment Authorized Pickup Address

Example: Click on WD—Shipment Service Location Information. Click on the link Edit Location Information to change zip codes.

Note: For complete list of shipping address types, see Appendix C.

The screenshot shows a web form titled "Shipment Service Location Information". It contains several fields with pre-filled values and one active input field. The fields are: "Location Type:" with value "SHIPMENT DESTINATION SIT ADDRESS (WD)", "Location Information Source (TOPS/TP):" with value "TP INVOICE", "City:" with value "WEST WARWICK", "County:" with value "KENT", "State:" with value "RI", "Country:" with value "US", "Enter New Zip Code:" with a text box containing "02893", "Current Rate Area:" with a highlighted blue bar, and "Select New Rate Area:" with a dropdown menu showing "Select From Dropdown". At the bottom left is a "Submit Edit" button.

Location Type:	SHIPMENT DESTINATION SIT ADDRESS (WD)
Location Information Source (TOPS/TP):	TP INVOICE
City:	WEST WARWICK
County:	KENT
State:	RI
Country:	US
Enter New Zip Code:	<input type="text" value="02893"/>
Current Rate Area:	
Select New Rate Area:	Select From Dropdown

Submit Edit

Figure 2-41 PW Screen

2.3.4.4 TP Note

Example: Click on the link TP Note to view/edit the information provided by TP.

Item Code: 145A (SIT 1st Day)

To change the current note, enter the new text in the box below and click [Submit].

The screenshot shows a web form titled "Item Code: 145A (SIT 1st Day)". Below the title is a text prompt: "Enter the note in the field below and click submit." There is a large text input area with a vertical scrollbar. At the bottom is a "Submit Note" button.

Item Code: 145A (SIT 1st Day)

Enter the note in the field below and click submit.

Submit Note

Figure 2-42 TP Note Screen

2.3.5 View All Shipments for TP

Click on the link [View All Shipments for TP](#) to view shipments. This link provides three view options: BL, Payment Status, and Shipment Status. Items below are listed by BL number, by default.

View Items	Edit Items	BL Number	Member SSN	Member Name	Orders #	Origin GBLOC	Destination GBLOC
		JP-474354	234-56-7201	BRIONES, ROY A	1326	LIMT	MLNQ
		JP-494471	234-56-7568	BURNS, MEG G	0213	LHNQ	MLNQ
		JP-494635	234-56-7202	VALADEZ, RAYMOND S	1683	LHNQ	MLNQ
		JP-569781	234-56-7627	HUGHES, MICHAEL D	AB-0837	WFFL	BGAC
		JP-569892	234-56-7203	BROWN, REBECCA L	AB-0922	WFFL	BGAC
		JP-569919	234-56-7476	BUTLER, DEWAYNE C	AA-0042	WFFL	CAML
		JP-569931	234-56-7204	KEELER, DAWN M	AB-0911	WFFL	LKNQ
		JP-569954	234-56-7628	KEMPF, STEVEN S	AB-0870	WFFL	BGAC
		JP-570051	234-56-7205	MCKEEVER, PATRICK J	AB-0978	WFFL	BGAC
		JP-570114	234-56-7629	MOORE, CHRISTOPHER L	AB-1036	WFFL	BGAC
		JP-570146	234-56-7206	MCCOY, MATTHEW L	AB-0712	WFFL	BGAC
		JP-608547	234-56-7603	KRINSKY, JASON R	SOAA-818	MBFL	MLNQ
		JP-608607	234-56-7604	CAGGIANO, PHILIP A	SOAA-1056	MBFL	MLNQ
		JP-618030	234-56-7630	FREELAND, SCOTT J	350-0008	MLNQ	LKNQ
		JP-618338	234-56-7631	SIMPSON, JOHN B	13262	MLNQ	LKNQ
		JP-619930	234-56-7640	CANO JR, HUMBERTO A	AB 0360	MLNQ	CLPK
		JP-620307	234-56-7642	BORELLI, MILLIE J	AB 0352	MLNQ	BGAC

Figure 2-43 View All Shipments for TP Screen

2.3.5.1 View By Payment Status

Example: Click on the link [View By Payment Status](#) to view items listed by payment status.

View Items	Edit Items	BL Number	Payment Status	Member SSN	Member Name	Orders #	Origin GBLOC	Destination GBLOC
		JP-840883	open	234-56-7347	ARAUJO, DAMON M	WEB ORDERS	MLNQ	LKNQ
		JP-816650	open	234-56-7684	HART, ROBERT B	AB-7033	WFFL	BGAC
		JP-816803	open	234-56-7685	WILLIAMS, WALTER B	AB-7117	WFFL	BGAC
		JP-838100	open	234-56-7691	OCKERMAN, TIMOTHY L	C077 02	MLNQ	BGAC
		JP-838720	open	234-56-7692	BREWER, DIRON B	C178 20	MLNQ	BGAC
		JP-840364	open	234-56-7693	GOLDSCHMIDT, MARK W	0083	MLNQ	LKNQ
		JP-840520	open	234-56-7694	QUINTANA, JAMES EA	AB 1342	MLNQ	HBAT
		JP-840607	open	234-56-7695	ROBERTS, JAMES N	DP1604	MLNQ	BGAC
		JP-840742	open	234-56-7697	GYLLAND, JASON J	0141	MLNQ	BGAC
		JP-841406	open	234-56-7701	PARTON, A WADE	AB 1315	MLNQ	BGAC
		JP-841517	open	234-56-7702	WASHINGTON, NORMA A	C 23420	MLNQ	BGAC
		JP-841564	open	234-56-7703	FRYE, JEFFREY E	AC 011947	MLNQ	BGAC
		JP-841594	open	234-56-7704	DAY, KRISTOFFER J	1900	MLNQ	AGFM
		JP-842690	open	234-56-7743	LIU, RODNEY KH	AB0037	MLNQ	AGFM

Figure 2-44 View By Payment Status Screen

2.3.5.2 View By Shipment Status

Example: Click on the link [View By Shipment Status](#) to view items listed by shipment status.

SDDC CWA (TP: AIFD)

All Shipments for TP By Shipment Status

View by BL View by payment status View by shipment status

Shipment Status Codes BK (Booked) PK (PickedUp) DL (Delivered) ST (InStorage)

The table below lists all shipments for TP SCAC AIFD sorted by shipment status.

View Items	Edit Items	BL Number	Shipment Status	Member SSN	Member Name	Orders #	Origin GBLOC	Destination GBLOC
		JP-816803	BK	234-56-7685	WILLIAMS, WALTER B	AB-7117	WFFL	BGAC
		JP-843791	BK	234-56-7744	MERCADOGYOYCOCHEA, JOSE R	C322 13	MLNQ	HBAT
		JP-796529	BK	234-56-7735	SIEROCKACASTANEDA, AGNES	120 06	MLNQ	BGAC
		JP-795721	BK	234-56-7680	WILLIAMS, DOUGLAS A	AC 004915	MLNQ	BGAC
		JP-794105	BK	234-56-7247	POTENZA, MARILOU	0433	MLNQ	BGAC
		JP-795391	BK	234-56-7678	HAWKINS JR, RONNIE D	SO-AAG-082	MLNQ	BGAC
		JP-795029	BK	234-56-7677	KOPPEN, ANTONETTE C	MSG	MLNQ	BGAC
		JP-794819	BK	234-56-7251	OWENS, DENISE L	1972	MLNQ	BGAC
		JP-570146	BK	234-56-7206	MCCOY, MATTHEW L	AB-0712	WFFL	BGAC
		JP-797866	BK	234-56-7285	KENNEDY, PATRICK S	AA 1420	MLNQ	BGAC
		JP-798046	BK	234-56-7531	FELICIANO, ERIC	072 06	MLNQ	BGAC
		JP-797122	BK	234-56-7278	MORRILL III, ARTHUR B	AAG 064	MLNQ	BGAC

Figure 2-45 View By Shipment Status Screen

2.3.5.3 View Items

Click on the link [View Items](#) to view services and charges. This is a read-only option.

SDDC CWA (TP: HILD)

Shipment Services and Charges

BL Number: ZY-008296 Customer Name: ZIMMERMAN, JOHN D TP SCAC: HILD

TP Shipment Note PPSO Shipment Note

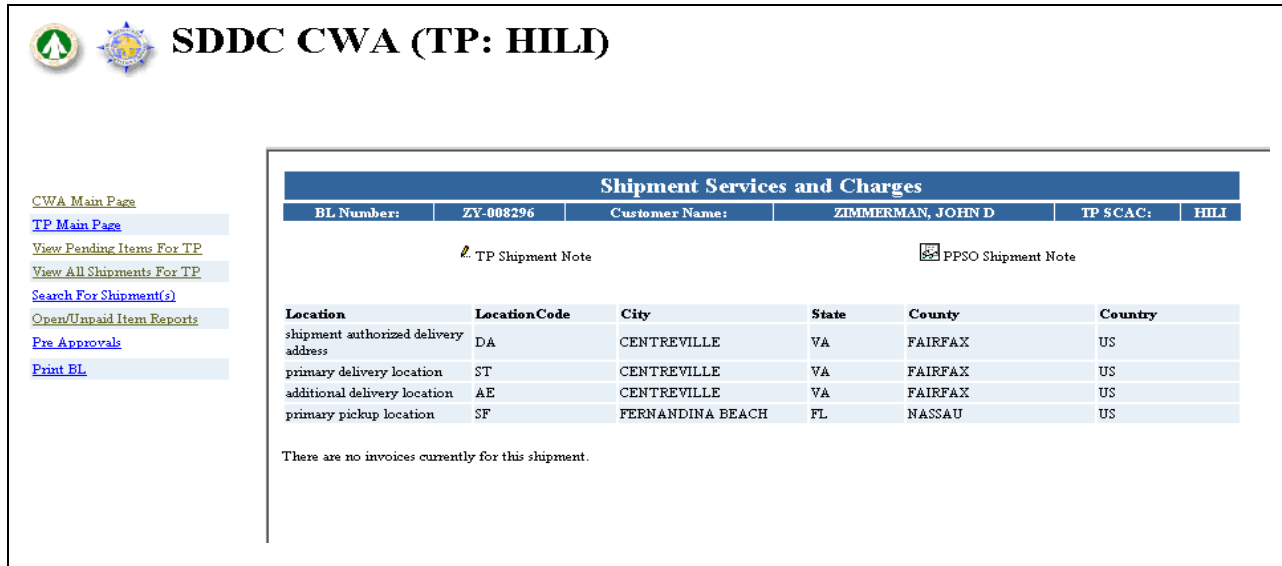
Location	Location Code	City	State	County	Country
shipment authorized delivery address	DA	CENTREVILLE	VA	FAIRFAX	US
primary delivery location	ST	CENTREVILLE	VA	FAIRFAX	US
additional delivery location	AE	CENTREVILLE	VA	FAIRFAX	US
primary pickup location	SF	FERNANDINA BEACH	FL	NASSAU	US

There are no invoices currently for this shipment.

Figure 2-46 View Item Screen

2.3.5.4 Edit Items

Example: Click on the link [Edit Items](#) to edit services and charges.



SDDC CWA (TP: HILI)

[CWA Main Page](#)
[TP Main Page](#)
[View Pending Items For TP](#)
[View All Shipments For TP](#)
[Search For Shipment\(s\)](#)
[Open/Unpaid Item Reports](#)
[Pre Approvals](#)
[Print BL](#)

Shipment Services and Charges

BL Number:	ZY-008296	Customer Name:	ZIMMERMAN, JOHN D	TP SCAC:	HILI
------------	-----------	----------------	-------------------	----------	------

☐ TP Shipment Note ☒ PPSO Shipment Note

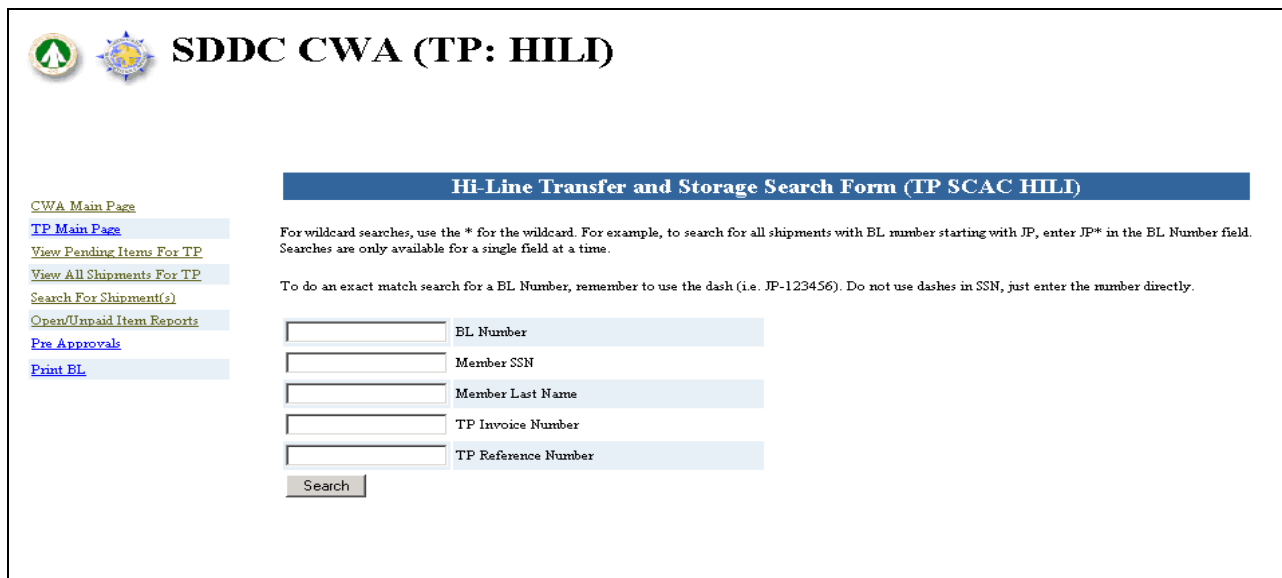
Location	Location Code	City	State	County	Country
shipment authorized delivery address	DA	CENTREVILLE	VA	FAIRFAX	US
primary delivery location	ST	CENTREVILLE	VA	FAIRFAX	US
additional delivery location	AE	CENTREVILLE	VA	FAIRFAX	US
primary pickup location	SF	FERNANDINA BEACH	FL	NASSAU	US

There are no invoices currently for this shipment.

Figure 2-47 Edit Items Screen

2.3.6 Search for Shipments

Click on the link [Search for Shipments](#). This link provides five search options: BL Number, Customer SSN, Customer Last Name, TP Invoice Number, and TP Reference Number.



SDDC CWA (TP: HILI)

[CWA Main Page](#)
[TP Main Page](#)
[View Pending Items For TP](#)
[View All Shipments For TP](#)
[Search For Shipment\(s\)](#)
[Open/Unpaid Item Reports](#)
[Pre Approvals](#)
[Print BL](#)

Hi-Line Transfer and Storage Search Form (TP SCAC HILI)

For wildcard searches, use the * for the wildcard. For example, to search for all shipments with BL number starting with JP, enter JP* in the BL Number field. Searches are only available for a single field at a time.

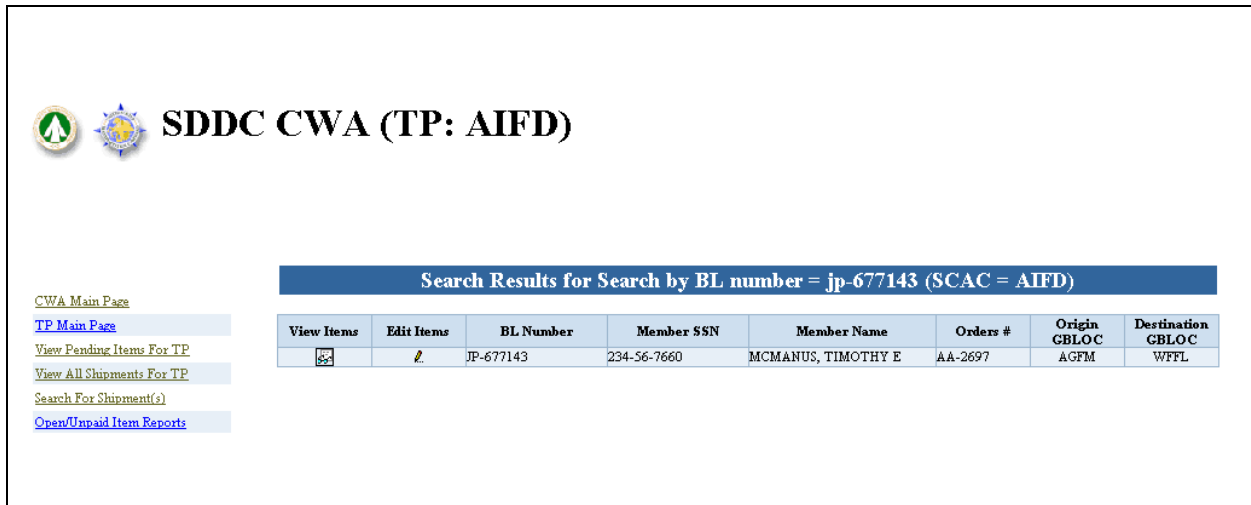
To do an exact match search for a BL Number, remember to use the dash (i.e. JP-123456). Do not use dashes in SSN, just enter the number directly.

<input type="text"/>	BL Number
<input type="text"/>	Member SSN
<input type="text"/>	Member Last Name
<input type="text"/>	TP Invoice Number
<input type="text"/>	TP Reference Number

Figure 2-48 Search for Shipments Screen

2.3.6.1 Search by BL Number

Example: Enter BL Number and click **[Search]**. This link provides two options: View Items and Edit Items.



SDDC CWA (TP: AIFD)

[CWA Main Page](#)
[TP Main Page](#)
[View Pending Items For TP](#)
[View All Shipments For TP](#)
[Search For Shipment\(s\)](#)
[Open/Unpaid Item Reports](#)

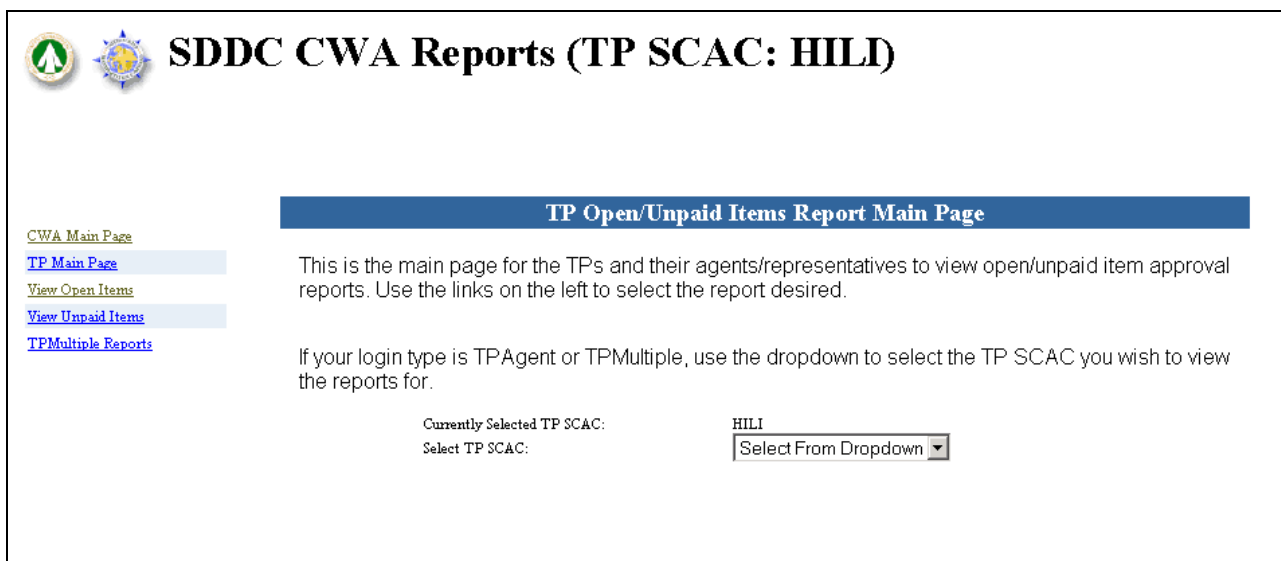
Search Results for Search by BL number = jp-677143 (SCAC = AIFD)

View Items	Edit Items	BL Number	Member SSN	Member Name	Orders #	Origin GBLOC	Destination GBLOC
		JP-677143	234-56-7660	MCMANUS, TIMOTHY E	AA-2697	AGFM	WFFL

Figure 2-49 Search Results by BL Number Screen

2.3.7 Open/Unpaid Item Reports

Click on the link [Open/Unpaid Item Reports](#) from the main menu on the left side to view the reports page.



SDDC CWA Reports (TP SCAC: HILI)

[CWA Main Page](#)
[TP Main Page](#)
[View Open Items](#)
[View Unpaid Items](#)
[TPMultiple Reports](#)

TP Open/Unpaid Items Report Main Page

This is the main page for the TPs and their agents/representatives to view open/unpaid item approval reports. Use the links on the left to select the report desired.

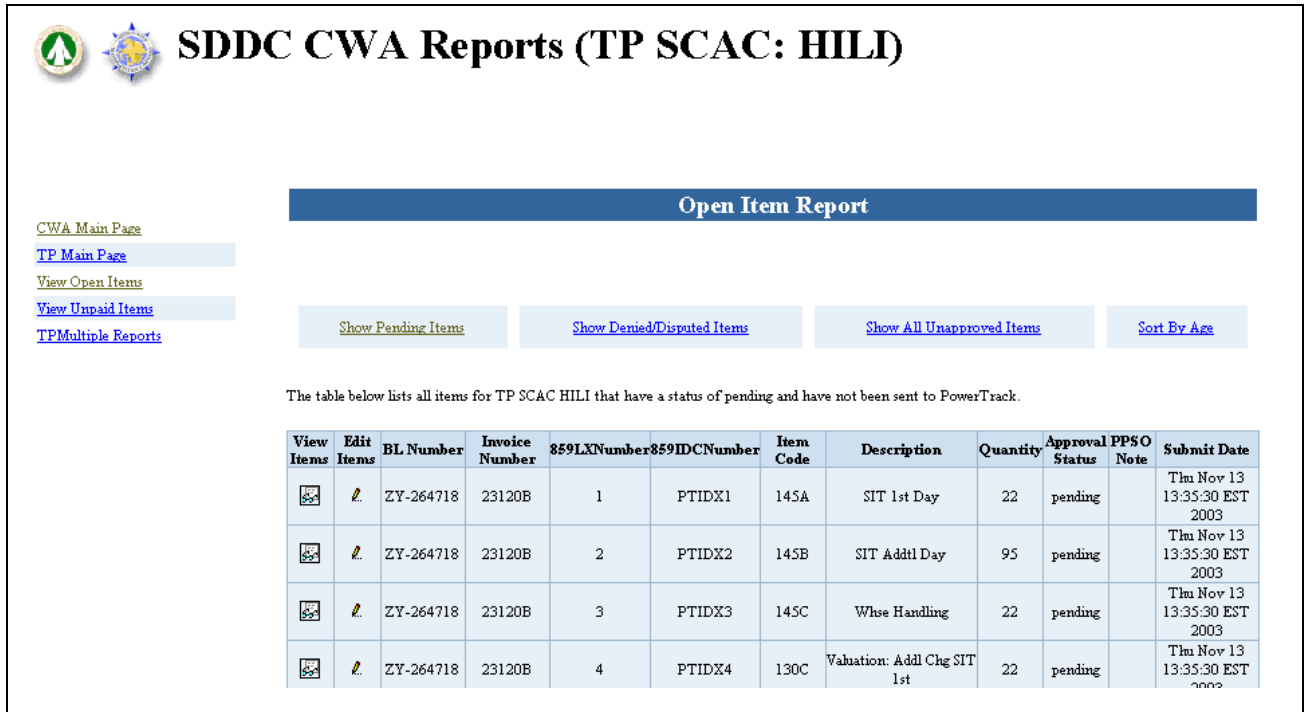
If your login type is TP Agent or TPMultiple, use the dropdown to select the TP SCAC you wish to view the reports for.

Currently Selected TP SCAC: HILI
 Select TP SCAC:

Figure 2-50 Open/Unpaid Item Reports Screen

2.3.7.1 View Open Items

Click on the link [View Open Items](#) to view open items. This link provides four view options: Show Pending Items, Show Denied/Disputed Items, Show All Unapproved Items, and Sort by Age.



SDDC CWA Reports (TP SCAC: HILI)

Open Item Report

[CWA Main Page](#)
[TP Main Page](#)
[View Open Items](#)
[View Unpaid Items](#)
[TP Multiple Reports](#)

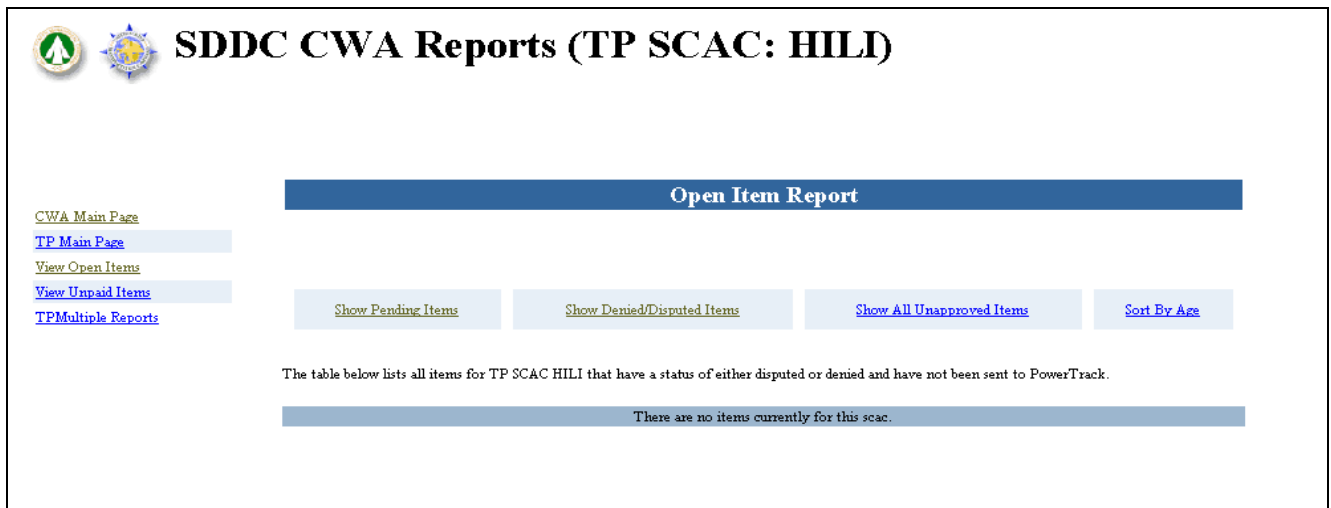
[Show Pending Items](#)
[Show Denied/Disputed Items](#)
[Show All Unapproved Items](#)
[Sort By Age](#)

The table below lists all items for TP SCAC HILI that have a status of pending and have not been sent to PowerTrack.

View Items	Edit Items	BL Number	Invoice Number	859LXNumber	859IDCNumber	Item Code	Description	Quantity	Approval Status	PPSO Note	Submit Date
		ZY-264718	23120B	1	PTIDX1	145A	SIT 1st Day	22	pending		Thu Nov 13 13:35:30 EST 2003
		ZY-264718	23120B	2	PTIDX2	145B	SIT Addtl Day	95	pending		Thu Nov 13 13:35:30 EST 2003
		ZY-264718	23120B	3	PTIDX3	145C	Whse Handling	22	pending		Thu Nov 13 13:35:30 EST 2003
		ZY-264718	23120B	4	PTIDX4	130C	Valuation: Addl Chg SIT 1st	22	pending		Thu Nov 13 13:35:30 EST 2003

Figure 2-51 View Open Items Report Screen

Example 1: Show Denied/Disputed Items



SDDC CWA Reports (TP SCAC: HILI)

Open Item Report

[CWA Main Page](#)
[TP Main Page](#)
[View Open Items](#)
[View Unpaid Items](#)
[TP Multiple Reports](#)

[Show Pending Items](#)
[Show Denied/Disputed Items](#)
[Show All Unapproved Items](#)
[Sort By Age](#)

The table below lists all items for TP SCAC HILI that have a status of either disputed or denied and have not been sent to PowerTrack.

There are no items currently for this scac.

Figure 2-52 Show Denied/Disputed Items Screen

Example 2: Show All Unapproved Items

SDDC CWA Reports (TP SCAC: HILI)

Open Item Report

[CWA Main Page](#)
[TP Main Page](#)
[View Open Items](#)
[View Unpaid Items](#)
[TP Multiple Reports](#)

[Show Pending Items](#)
[Show Denied/Disputed Items](#)
[Show All Unapproved Items](#)
[Sort By Age](#)

The table below lists all items for TP SCAC HILI that do not have a status of approved (i.e. pending, denied, disputed, or updated) and have not been sent to PowerTrack.

View Items	Edit Items	BL Number	Invoice Number	859LXNumber	859IDCNumber	Item Code	Description	Quantity	Approval Status	PPSO Note	Submit Date
		ZY-264718	23120B	1	PTIDX1	145A	SIT 1st Day	22	pending		Thu Nov 13 13:35:30 EST 2003
		ZY-264718	23120B	2	PTIDX2	145B	SIT Addtl Day	95	pending		Thu Nov 13 13:35:30 EST 2003
		ZY-264718	23120B	3	PTIDX3	145C	Whse Handling	22	pending		Thu Nov 13 13:35:30 EST 2003

Figure 2-53 Show All Unapproved Items Screen

Example 3: Sort by Age

SDDC CWA Reports (TP SCAC: HILI)

Open Item Report

[CWA Main Page](#)
[TP Main Page](#)
[View Open Items](#)
[View Unpaid Items](#)
[TP Multiple Reports](#)

[Show Pending Items](#)
[Show Denied/Disputed Items](#)
[Show All Unapproved Items](#)
[Sort By Age](#)

The table below lists all items for TP SCAC HILI that do not have a status of approved (i.e. pending, denied, disputed, or updated) and have not been sent to PowerTrack.

View Items	Edit Items	BL Number	Invoice Number	859LXNumber	859IDCNumber	Item Code	Description	Quantity	Approval Status	PPSO Note	Submit Date
		ZY-264718	23120B	1	PTIDX1	145A	SIT 1st Day	22	pending		Thu Nov 13 13:35:30 EST 2003
		ZY-264718	23120B	2	PTIDX2	145B	SIT Addtl Day	95	pending		Thu Nov 13 13:35:30 EST 2003
		ZY-264718	23120B	3	PTIDX3	145C	Whse Handling	22	pending		Thu Nov 13 13:35:30 EST 2003
		ZY-264718	23120B	4	PTIDX4	130C	Vahuation: Addl Chg SIT 1st	22	pending		Thu Nov 13 13:35:30 EST 2003

Figure 2-54 Sort by Age Screen

2.3.7.2 View Unpaid Items

Click on the link [View Unpaid Items](#) to view unpaid items.

Figure 2-55 View Unpaid Items Report Screen

Example: View Unpaid Items Reports search results.

View Items	Edit Items	BL Number	Invoice Number	859LXNumber	859IDCNumber	Item Code	Description	Quantity	Approval Status	PP50 Note	Submit Date
		ZY-264718	23120B	1	PTIDX1	145A	SIT 1st Day	22	pending		Thu Nov 13 13:35:30 EST 2003
		ZY-264718	23120B	2	PTIDX2	145B	SIT Addtl Day	95	pending		Thu Nov 13 13:35:30 EST 2003
		ZY-264718	23120B	3	PTIDX3	145C	Wise Handling	22	pending		Thu Nov 13 13:35:30 EST 2003
		ZY-264718	23120B	4	PTIDX4	145D	Valuation: Addtl Chg SIT	22	pending		Thu Nov 13 13:35:30 EST 2003

Figure 2-56 View Unpaid Items Report Results Screen

2.3.7.3 TP Multiple Reports

Click on the link [TP Multiple Reports](#).

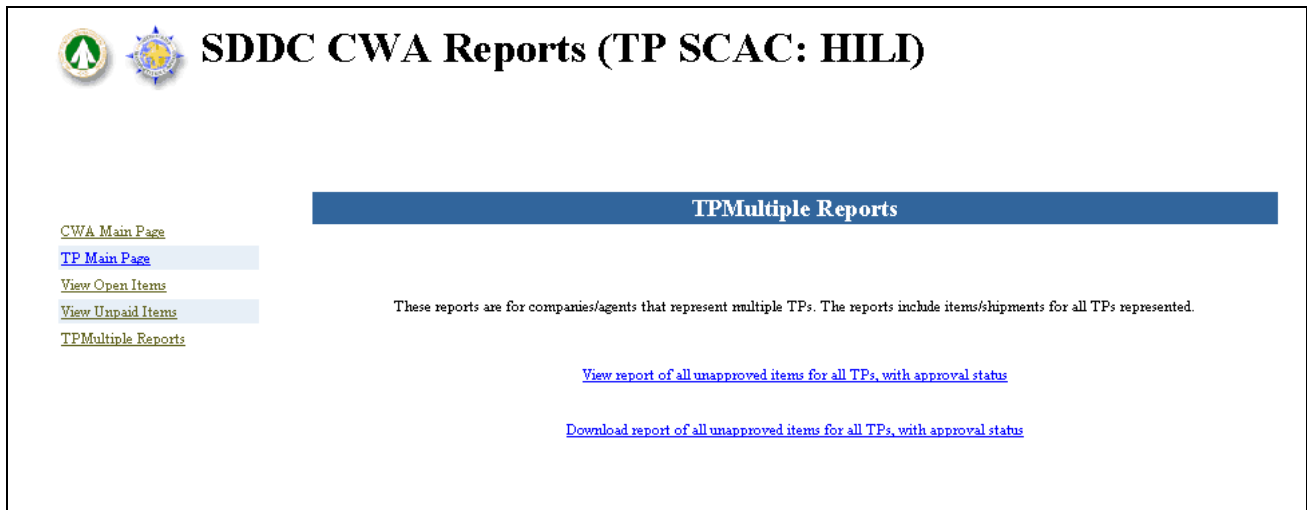


Figure 2-57 TP Multiple Reports Screen

Example 1: Click on the link [View report of all unapproved items for all TPs with approval status](#).

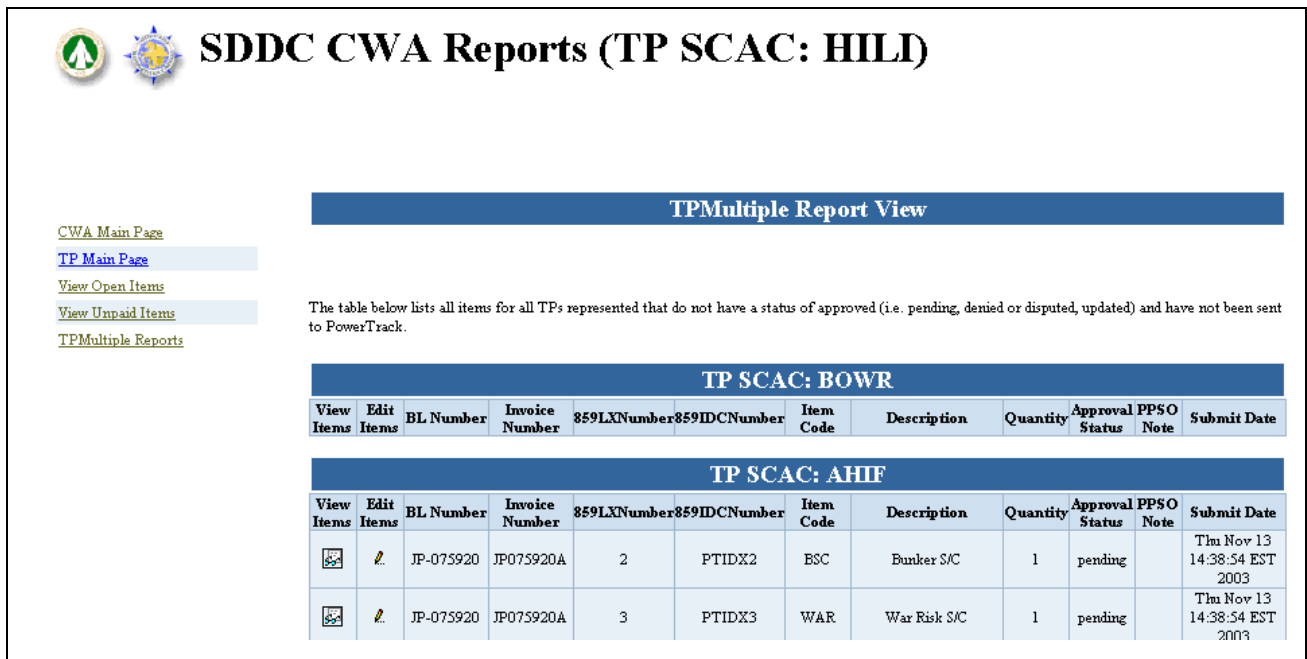




Figure 2-58 View Report of All Unapproved Items For All TPs With Approval Status Screen

Example 2: Click on the link *Download report of all unapproved items for TPs with approval status* to download the report.

SDDC CWA Reports (TP SCAC: HILD)

[CWA Main Page](#)

[TP Main Page](#)

[View Open Items](#)

[View Unpaid Items](#)

[TPMultiple Reports](#)

TPMultiple Report Download

Click the Download Report link below and save to your local disk to retrieve the latest report of all unapproved items for all TPs.

The report file is a pipe delimited (|) text file (.txt file) that can be opened directly in Excel.

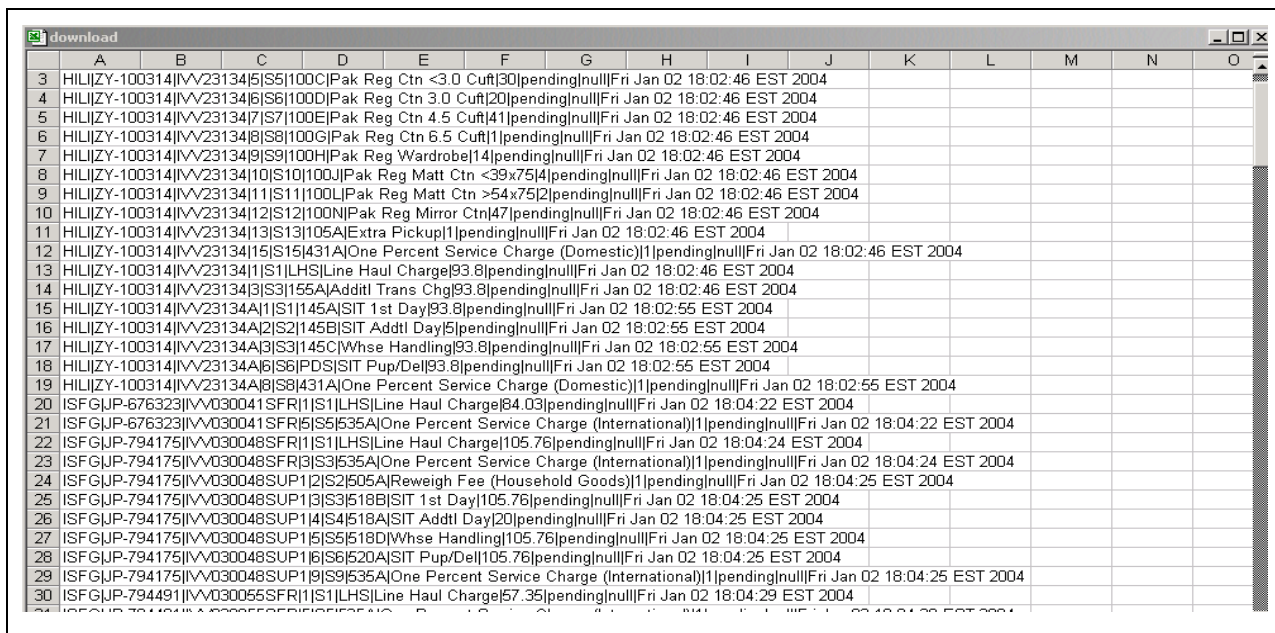
The format of the download file is as follows:

TPSCAC|BLNumber|InvoiceNumber|859LXNumber|859IDCNumber|ItemCode|Item Description|Quantity|ApprovalStatus|PPSONote|SubmittedDate

[Download Report](#)

Figure 2-59 TPMultiple Report Download Screen

Note: To download the report, click on the link *Download report of all unapproved items for TPs with approval status*. Save the file to a disk or on your hard drive. Open Microsoft Excel on your PC and open the file with the report. Then click the 'Delimited' box and click the [Next] button. Then click to undo the 'Tab' box; check the 'Other' box and insert the pipe symbol [|] on your keyboard, click the [Next] button, then click [Finish] button.

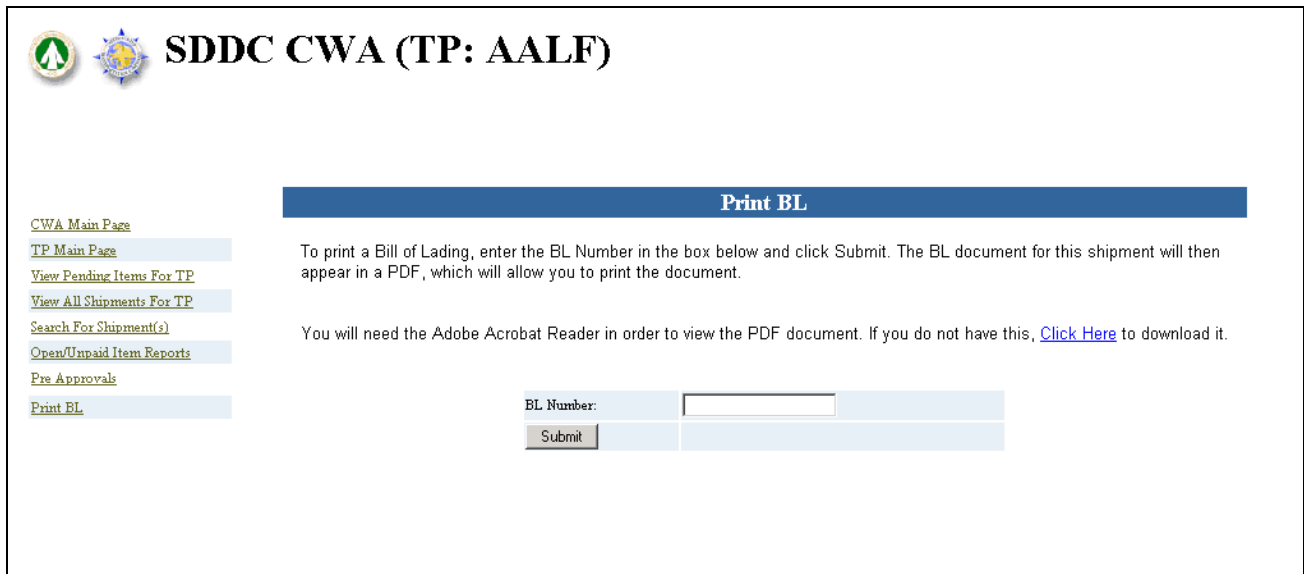


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
3	HILJZY-100314	IVV23134	5	S5	100C	Pak Reg Ctn <3.0 Cuft	30	pending	null	Fri Jan 02 18:02:46 EST 2004					
4	HILJZY-100314	IVV23134	6	S6	100D	Pak Reg Ctn 3.0 Cuft	20	pending	null	Fri Jan 02 18:02:46 EST 2004					
5	HILJZY-100314	IVV23134	7	S7	100E	Pak Reg Ctn 4.5 Cuft	41	pending	null	Fri Jan 02 18:02:46 EST 2004					
6	HILJZY-100314	IVV23134	8	S8	100G	Pak Reg Ctn 6.5 Cuft	11	pending	null	Fri Jan 02 18:02:46 EST 2004					
7	HILJZY-100314	IVV23134	9	S9	100H	Pak Reg Wardrobe	14	pending	null	Fri Jan 02 18:02:46 EST 2004					
8	HILJZY-100314	IVV23134	10	S10	100J	Pak Reg Matt Ctn <39x75	4	pending	null	Fri Jan 02 18:02:46 EST 2004					
9	HILJZY-100314	IVV23134	11	S11	100L	Pak Reg Matt Ctn >54x75	2	pending	null	Fri Jan 02 18:02:46 EST 2004					
10	HILJZY-100314	IVV23134	12	S12	100N	Pak Reg Mirror Ctn	47	pending	null	Fri Jan 02 18:02:46 EST 2004					
11	HILJZY-100314	IVV23134	13	S13	105A	Extra Pickup	1	pending	null	Fri Jan 02 18:02:46 EST 2004					
12	HILJZY-100314	IVV23134	15	S15	431A	One Percent Service Charge (Domestic)	1	pending	null	Fri Jan 02 18:02:46 EST 2004					
13	HILJZY-100314	IVV23134	1	S1	LHS	Line Haul Charge	93.8	pending	null	Fri Jan 02 18:02:46 EST 2004					
14	HILJZY-100314	IVV23134	3	S3	155A	Addtl Trans Chg	93.8	pending	null	Fri Jan 02 18:02:46 EST 2004					
15	HILJZY-100314	IVV23134	A	S1	145A	SIT 1st Day	93.8	pending	null	Fri Jan 02 18:02:55 EST 2004					
16	HILJZY-100314	IVV23134	A	S2	145B	SIT Addtl Day	5	pending	null	Fri Jan 02 18:02:55 EST 2004					
17	HILJZY-100314	IVV23134	A	S3	145C	Whse Handling	93.8	pending	null	Fri Jan 02 18:02:55 EST 2004					
18	HILJZY-100314	IVV23134	A	S6	PDS	SIT Pup/Del	93.8	pending	null	Fri Jan 02 18:02:55 EST 2004					
19	HILJZY-100314	IVV23134	A	S8	431A	One Percent Service Charge (Domestic)	1	pending	null	Fri Jan 02 18:02:55 EST 2004					
20	ISFGJP-676323	IVV03004	1	SFR	1	LHS	Line Haul Charge	84.03	pending	null	Fri Jan 02 18:04:22 EST 2004				
21	ISFGJP-676323	IVV03004	1	SFR	5	S535A	One Percent Service Charge (International)	1	pending	null	Fri Jan 02 18:04:22 EST 2004				
22	ISFGJP-794175	IVV03004	8	SFR	1	LHS	Line Haul Charge	105.76	pending	null	Fri Jan 02 18:04:24 EST 2004				
23	ISFGJP-794175	IVV03004	8	SFR	3	S3535A	One Percent Service Charge (International)	1	pending	null	Fri Jan 02 18:04:24 EST 2004				
24	ISFGJP-794175	IVV03004	8	SUP	1	S2	S05A	Reweigh Fee (Household Goods)	1	pending	null	Fri Jan 02 18:04:25 EST 2004			
25	ISFGJP-794175	IVV03004	8	SUP	1	S3	S518B	SIT 1st Day	105.76	pending	null	Fri Jan 02 18:04:25 EST 2004			
26	ISFGJP-794175	IVV03004	8	SUP	1	S4	S518A	SIT Addtl Day	20	pending	null	Fri Jan 02 18:04:25 EST 2004			
27	ISFGJP-794175	IVV03004	8	SUP	1	S5	S518D	Whse Handling	105.76	pending	null	Fri Jan 02 18:04:25 EST 2004			
28	ISFGJP-794175	IVV03004	8	SUP	1	S6	S520A	SIT Pup/Del	105.76	pending	null	Fri Jan 02 18:04:25 EST 2004			
29	ISFGJP-794175	IVV03004	8	SUP	1	S9	S535A	One Percent Service Charge (International)	1	pending	null	Fri Jan 02 18:04:25 EST 2004			
30	ISFGJP-794491	IVV03005	5	SFR	1	S1	LHS	Line Haul Charge	57.35	pending	null	Fri Jan 02 18:04:29 EST 2004			

Figure 2-60 TPMultiple Report in Microsoft Excel

2.3.8 Print BL

Click on the link [Print BL](#) to print the report. Enter BL Number and click [Submit].



SDDC CWA (TP: AALF)

[CWA Main Page](#)
[TP Main Page](#)
[View Pending Items For TP](#)
[View All Shipments For TP](#)
[Search For Shipment\(s\)](#)
[Open/Unpaid Item Reports](#)
[Pre Approvals](#)
[Print BL](#)

Print BL

To print a Bill of Lading, enter the BL Number in the box below and click Submit. The BL document for this shipment will then appear in a PDF, which will allow you to print the document.

You will need the Adobe Acrobat Reader in order to view the PDF document. If you do not have this, [Click Here](#) to download it.

BL Number:

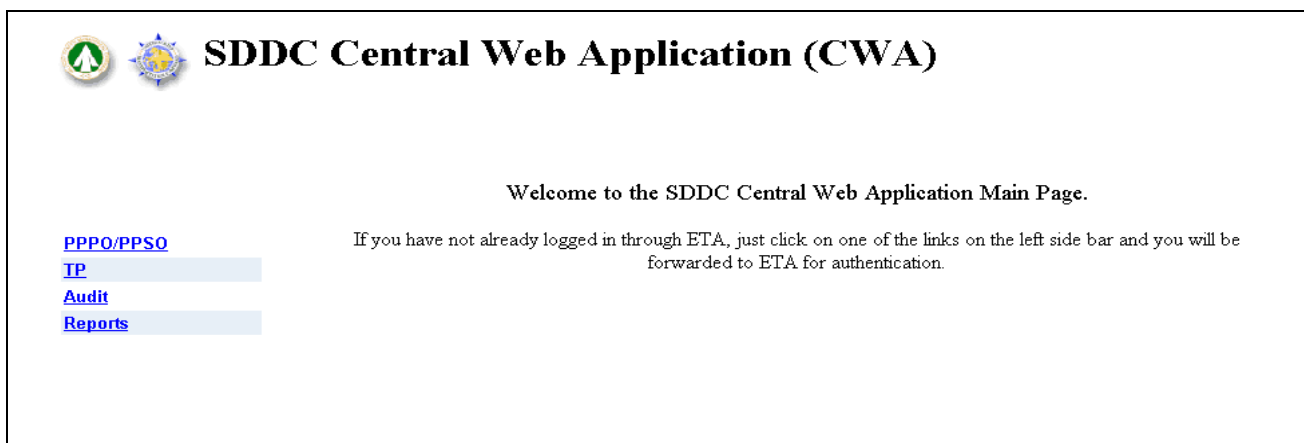
Figure 2-61 Print BL Screen

Note: If you don't have Acrobat Reader installed, click on the link [Click Here](#) and follow the instructions on the screen.

2.4 AUDIT SCREENS

2.4.1 CWA Main Page

Click on the link [Audit](#) to go to the Audit Page.



SDDC Central Web Application (CWA)

Welcome to the SDDC Central Web Application Main Page.

If you have not already logged in through ETA, just click on one of the links on the left side bar and you will be forwarded to ETA for authentication.

[PPPO/PPSO](#)
[TP](#)
[Audit](#)
[Reports](#)

Figure 2-62 CWA Main Page Screen

2.4.2 Audit Trail Main Page

Click on the link [Audit Trail Main Page](#). This link provides two options: Billable Line Item Audit Trails and Pre Approval Audit Trail.

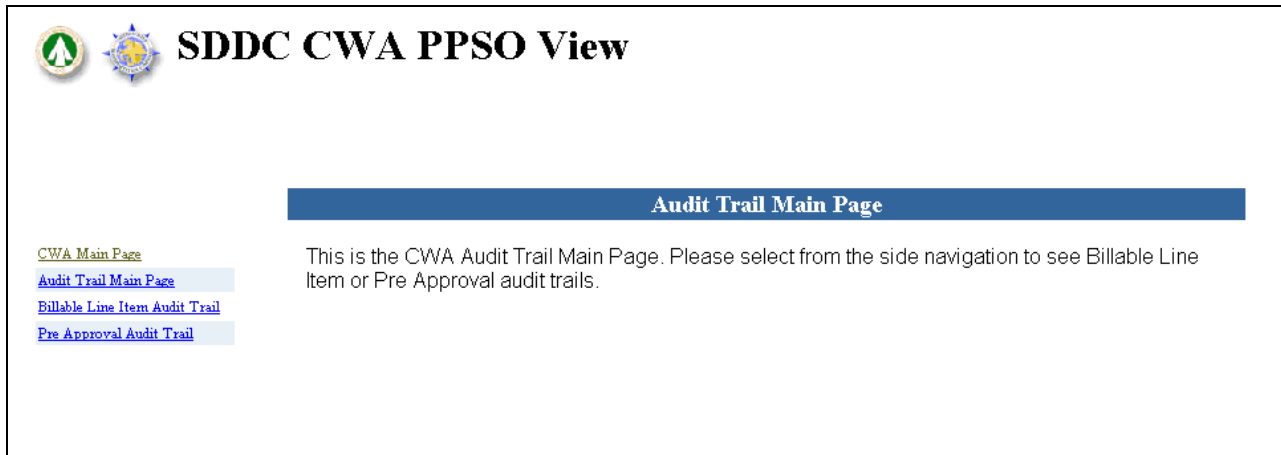


Figure 2-63 Audit Trail Main Page Screen

2.4.3 Billable Line Item Audit Trail

Click on the link [Billable Line Item Audit Trail](#). Enter BL Number, select the date from a dropdown window and click [Submit].

The screenshot shows the 'SDDC CWA PPSO View' interface for the 'Billable Line Item Audit Trail Report'. The navigation menu on the left is the same as in Figure 2-63, with 'Billable Line Item Audit Trail' highlighted. The main content area has a blue header 'Billable Line Item Audit Trail Report'. Below the header is a form with two input fields: 'Enter BL' and a date dropdown. A 'Submit' button is located below the form.

Figure 2-64 Billable Line Item Audit Trail Screen

2.4.3.1 Search by BL Number

Example: Search results by BL number. This screen is a tool to view every single action taken for a particular line item. Edited items appear shaded below and are displayed in red on the screen.


 SDDC CWA PPSO View											
CWA Main Page Audit Trail Main Page Billable Line Item Audit Trail Pre Approval Audit Trail		Billable Line Item Audit Trail for BL JP-428318									
Modified By	Invoice Number	Item Code	Modified Date	Approval Status	Units - Quantities		Carrier Submit Date	PPSO Approval Date	Pre Approval Status	Carrier Note	PPSO Note
INVOICE	309312	S05A	Tue Oct 28 11:20:48 EST 2003	PENDING	FlatRate	1	Tue Oct 28 09:39:20 EST 2003			Reweigh Fee	
INVOICE	309312	S05A	Tue Oct 28 11:27:24 EST 2003	APPROVED	FlatRate	1	Tue Oct 28 09:39:20 EST 2003			Reweigh Fee	
INVOICE	309312	S05A	Tue Oct 28 11:27:24 EST 2003	APPROVED	FlatRate	1	Tue Oct 28 09:39:20 EST 2003			Reweigh Fee	
INVOICE	309312	S05A	Wed Oct 29 18:25:12 EST 2003	APPROVED	FlatRate	1	Tue Oct 28 09:39:20 EST 2003			Reweigh Fee	
INVOICE	309312	S05A	Wed Oct 29 18:33:06 EST 2003	APPROVED	FlatRate	1	Tue Oct 28 09:39:20 EST 2003			Reweigh Fee	
INVOICE	309312	S05A	Fri Oct 31 13:50:29 EST 2003	APPROVED	FlatRate	1	Tue Oct 28 09:39:20 EST 2003			Reweigh Fee	
INVOICE	309312	S05A	Fri Oct 31 13:57:21 EST 2003	APPROVED	FlatRate	1	Tue Oct 28 09:39:20 EST 2003			Reweigh Fee	
INVOICE	309312	S05A	Fri Oct 31 15:41:14 EST 2003	PENDING	FlatRate	1	Tue Oct 28 09:39:20 EST 2003			Reweigh Fee	

Figure 2-65 Search Results by BL Number Screen

2.4.4 Pre Approval Audit Trail

Click on the link [Pre Approval Audit Trail](#). Enter BL Number and click [Submit].


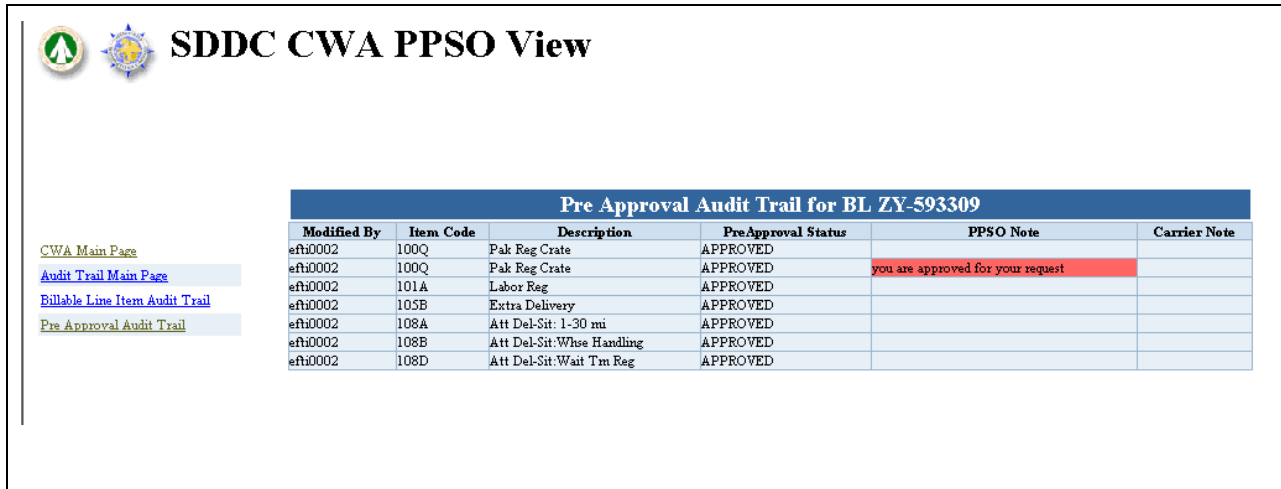
 SDDC CWA PPSO View													
CWA Main Page Audit Trail Main Page Billable Line Item Audit Trail Pre Approval Audit Trail		Pre Approval Audit Trail Report											
		<table border="1"> <tr> <td>Enter BL</td> <td><input type="text"/></td> </tr> </table>										Enter BL	<input type="text"/>
Enter BL	<input type="text"/>												
		<input type="button" value="Submit"/>											

Figure 2-66 Pre Approval Audit Trail Screen

2.4.4.1 Search by BL Number

Example: Search results by BL number. This screen is a tool to view every single action taken for a particular line item. Edited items appear shaded below and are displayed in red on the screen.



SDDC CWA PPSO View

[CWA Main Page](#)
[Audit Trail Main Page](#)
[Billable Line Item Audit Trail](#)
[Pre Approval Audit Trail](#)

Pre Approval Audit Trail for BL ZY-593309					
Modified By	Item Code	Description	PreApproval Status	PPSO Note	Carrier Note
efh0002	100Q	Pak Reg Crate	APPROVED		
efh0002	100Q	Pak Reg Crate	APPROVED	you are approved for your request	
efh0002	101A	Labor Reg	APPROVED		
efh0002	105B	Extra Delivery	APPROVED		
efh0002	108A	Att Del-Sit: 1-30 mi	APPROVED		
efh0002	108B	Att Del-Sit:Whse Handling	APPROVED		
efh0002	108D	Att Del-Sit:Wait Tm Reg	APPROVED		

Figure 2-67 Search Results by BL Number Screen

2.5 REPORTS SCREENS

2.5.1 CWA Main Page

Click on the link [Reports](#) to access the Reports Page.



SDDC Central Web Application (CWA)

Welcome to the SDDC Central Web Application Main Page.

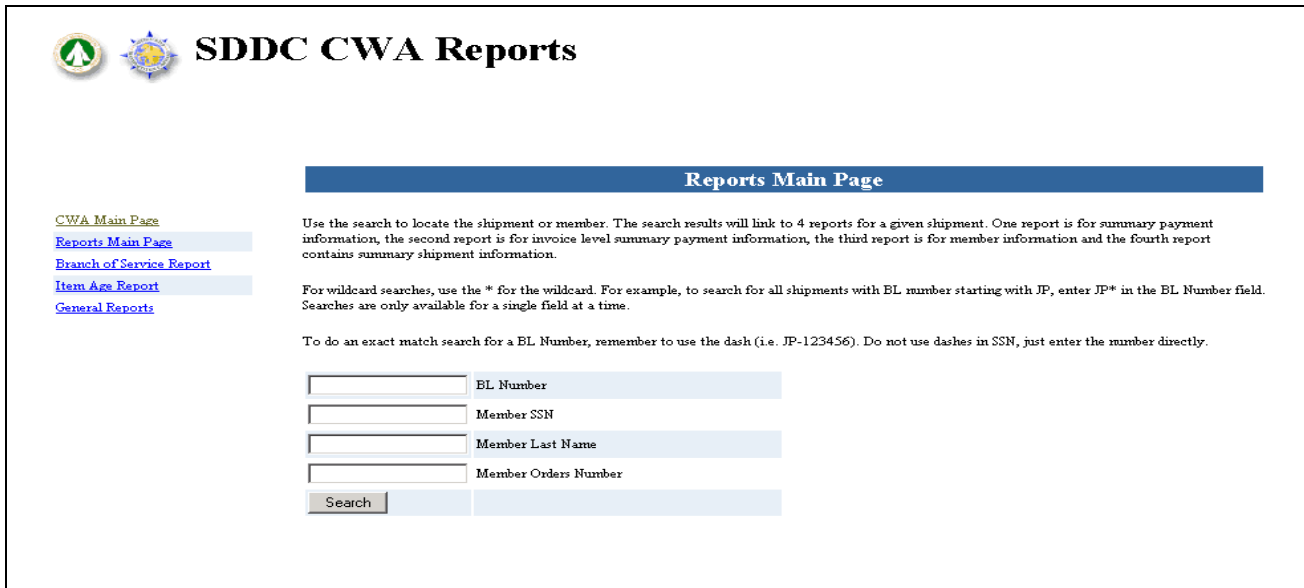
If you have not already logged in through ETA, just click on one of the links on the left side bar and you will be forwarded to ETA for authentication.

[PPPO/PPSO](#)
[TP](#)
[Audit](#)
[Reports](#)

Figure 2-68 CWA Main Page Screen

2.5.2 Reports Main Page

Click on the link [Reports Main Page](#). This link provides four search options: BL Number, SSN, Member Last Name, and Member Order Status.



SDDC CWA Reports

Reports Main Page

Use the search to locate the shipment or member. The search results will link to 4 reports for a given shipment. One report is for summary payment information, the second report is for invoice level summary payment information, the third report is for member information and the fourth report contains summary shipment information.

For wildcard searches, use the * for the wildcard. For example, to search for all shipments with BL number starting with JP, enter JP* in the BL Number field. Searches are only available for a single field at a time.

To do an exact match search for a BL Number, remember to use the dash (i.e. JP-123456). Do not use dashes in SSN, just enter the number directly.

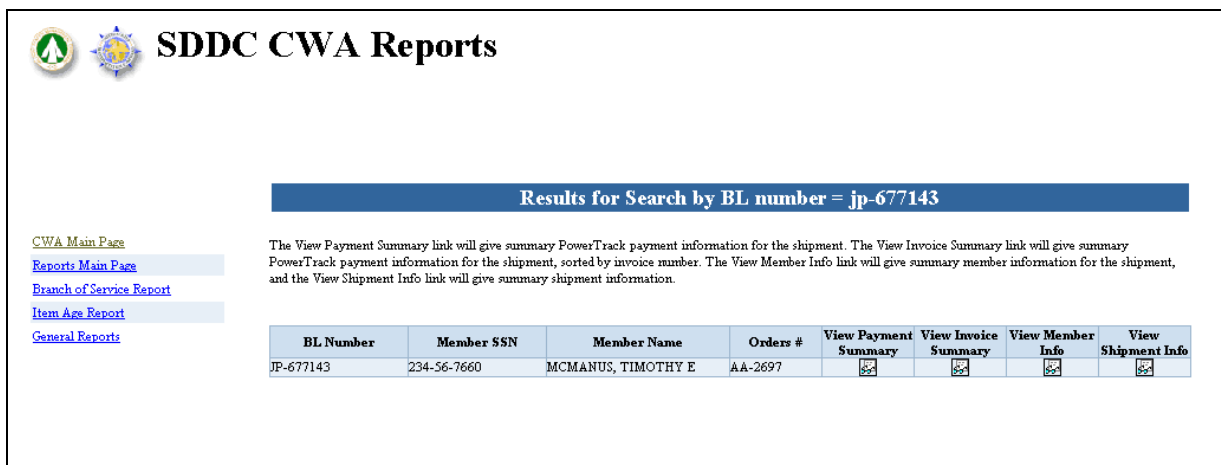
BL Number
 Member SSN
 Member Last Name
 Member Orders Number

[CWA Main Page](#)
[Reports Main Page](#)
[Branch of Service Report](#)
[Item Age Report](#)
[General Reports](#)

Figure 2-69 Reports Main Page Screen

2.5.2.1 Search by BL Number

Enter BL number and press [Search]. This link provides four view options: Payment Summary, Invoice Summary, Member Information, and Shipment Information.



SDDC CWA Reports

Results for Search by BL number = jp-677143

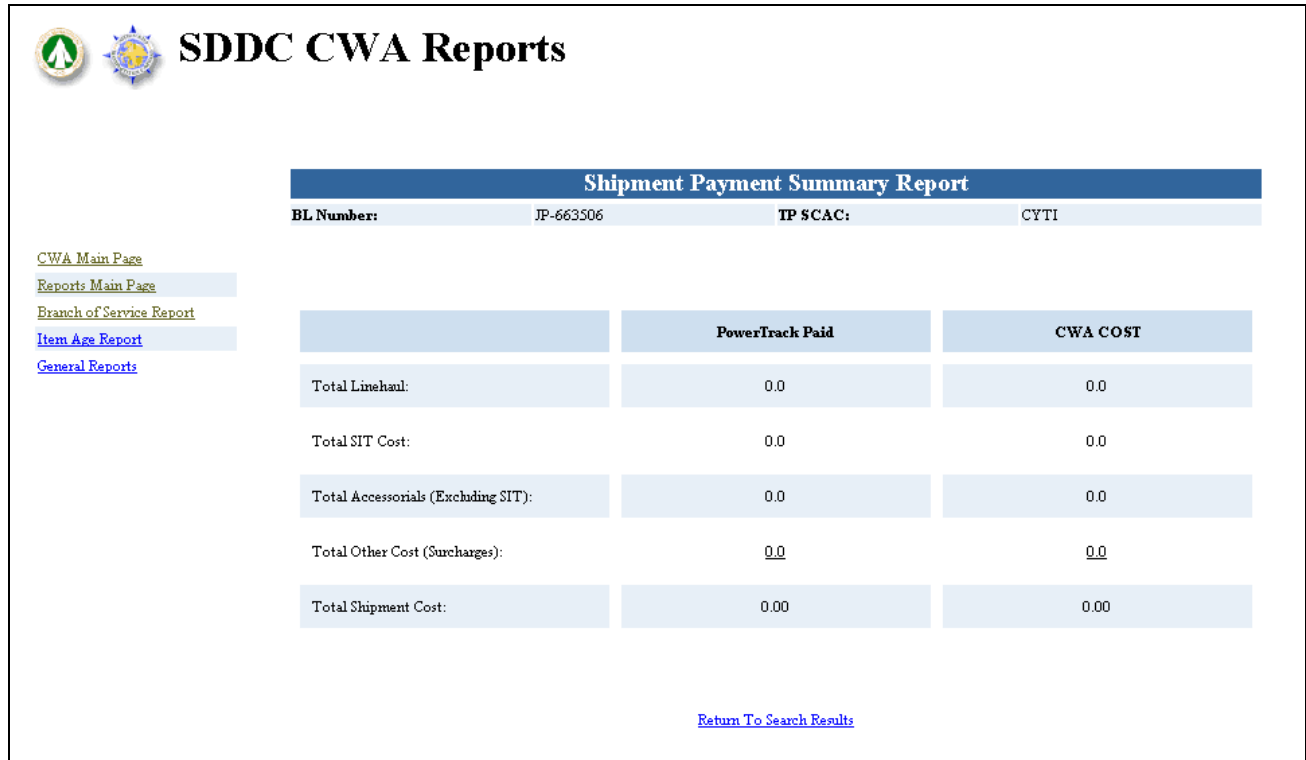
The View Payment Summary link will give summary PowerTrack payment information for the shipment. The View Invoice Summary link will give summary PowerTrack payment information for the shipment, sorted by invoice number. The View Member Info link will give summary member information for the shipment, and the View Shipment Info link will give summary shipment information.

BL Number	Member SSN	Member Name	Orders #	View Payment Summary	View Invoice Summary	View Member Info	View Shipment Info
JP-677143	234-56-7660	MCMANUS, TIMOTHY E	AA-2697				

[CWA Main Page](#)
[Reports Main Page](#)
[Branch of Service Report](#)
[Item Age Report](#)
[General Reports](#)

Figure 2-70 Search Results by BL Number Screen

Example 1: Click on the link [View Payment Summary](#) to view shipment payment summary report. This link provides two view options: Shipments Payment Summary and Shipment Payment by Invoice Number.



SDDC CWA Reports

Shipment Payment Summary Report

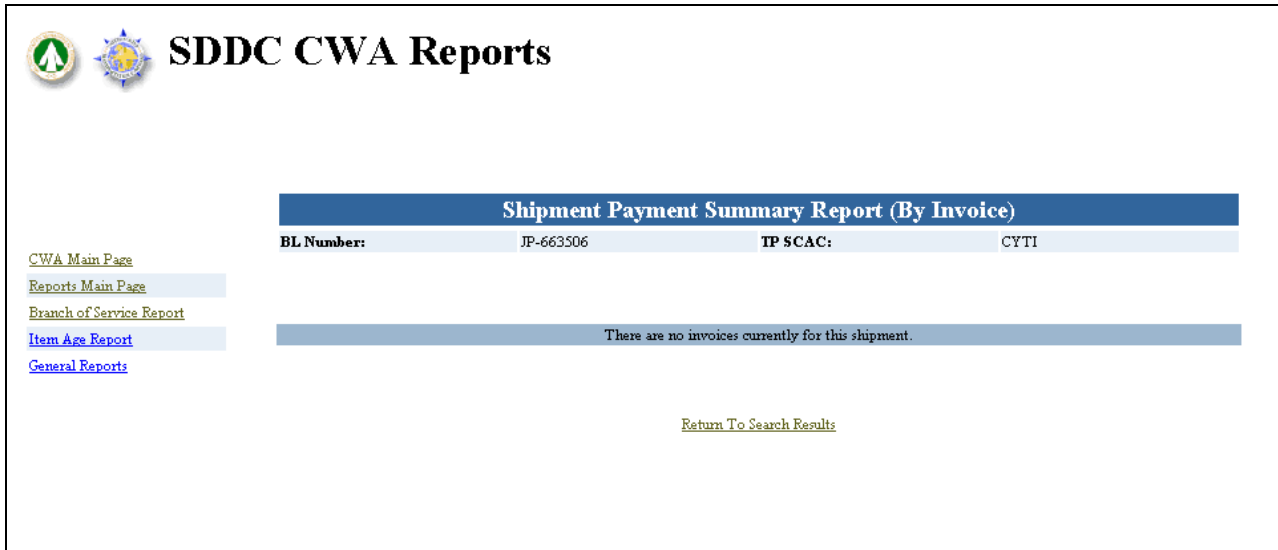
BL Number: JP-663506 TP SCAC: CYTI

	PowerTrack Paid	CWA COST
Total Linehaul:	0.0	0.0
Total SIT Cost:	0.0	0.0
Total Accessorials (Excluding SIT):	0.0	0.0
Total Other Cost (Surcharges):	0.0	0.0
Total Shipment Cost:	0.00	0.00

[Return To Search Results](#)

Figure 2-71 View Payment Summary Screen

Example 2: Click on the link [View Invoice Summary](#) to view invoice information.



SDDC CWA Reports

Shipment Payment Summary Report (By Invoice)

BL Number: JP-663506 TP SCAC: CYTI

There are no invoices currently for this shipment.

[Return To Search Results](#)

Figure 2-72 View Invoice Summary Screen

Example 3: Click on the link [View Member Information](#) to view member information.

SDDC CWA Reports

[CWA Main Page](#)
[Reports Main Page](#)
[Branch of Service Report](#)
[Item Age Report](#)
[General Reports](#)

Shipment (JP-677143) Member Information

Member Name:	MCMANUS, TIMOTHY E
Member SSN:	234-56-7660
Branch Of Service:	Air Force
Member Rank:	
Order Number:	AA-2697
Shipment Net Weight:	460
Shipment Pro Gear Weight:	0

[Return To Search Results](#)

Figure 2-73 View by Member Information Screen

Example 4: Click on the link [View Shipment Information](#) to view shipment detailed report.

SDDC CWA Reports

[CWA Main Page](#)
[Reports Main Page](#)
[Branch of Service Report](#)
[Item Age Report](#)
[General Reports](#)

Shipment Info Report

BL Number: JP-663506 TP SCAC: CYTI
 Origin GBLOC: LKNQ Destination GBLOC: CONT

Shipment Locations:

Location	Location Code	City	State	County	Country
shipment authorized pickup address	PW	EL CAJON	CA	SAN DIEGO	US
shipment authorized delivery address	DA	PENSACOLA	FL	ESCAMBIA	US
primary delivery location	ST	PENSACOLA	FL	ESCAMBIA	US
primary pickup location	SF	EL CAJON	CA	SAN DIEGO	US
destination sit	WD	PENSACOLA	FL	ESCAMBIA	US

Delivery Date: Tue Jan 21 00:00:00 EST 2003
Delivered To (Storage/Residence): Residence

Shipment Weights:

Shipment Net Weight	5640
---------------------	------

Figure 2-74 View Shipment Information Screen

2.5.3 Branch of Service Report

Select Branch of Service and time period from the dropdown windows and click **[Submit]**.

SDDC CWA Reports

Branch of Service Report

[CWA Main Page](#)
[Reports Main Page](#)
[Branch of Service Report](#)
[Item Age Report](#)
[General Reports](#)

This report summarizes the total linehaul, sit and accessorional costs as well as total shipment costs, across the branches of service. Select the branch of service from the dropdown below and the payment date range for the report (i.e. report will be of all items paid by PowerTrack in the given date range) and then click the submit button.

Select Branch of Service:

Start Month: End Month:

Start Day: End Day:

Start Year: End Year:

Figure 2-75 Branch of Service Report Screen

Example: Shipment Payment Summary for the Branch of Service A (Army) from 2003-09-09 to 2003-12-10.

SDDC CWA Reports

Shipment Payment Summary Report for Branch of Service: Army (2003-09-09 to 2003-12-10)

	PowerTrack Paid
Total Linehaul:	0.0
Total SIT Cost:	0.0
Total Accessorials (Excluding SIT):	0.0
Total Other Cost (Surcharges):	0.0
Total Shipment Cost:	0.00

Figure 2-76 Search Results by Branch of Service Screen

2.5.4 Item Age Report

Enter the PPSO GBLOC code that you wish to generate the report for and then click **[Submit]**.

This report provides the number of days each item was pending while awaiting PPSO action.

Figure 2-77 Item Age Report Screen

Example: Item Age Report for PPSO JEAT. This link provides three view options: Items Older Than 7 Days, Items Older Than 14 Days, and Items Older Than 21 Days.

BL Number	TP SCAC	Invoice Number	Item Code	Description	Approval Status	PPSO Note	Submit Date	Days Pending
JP-664597	CCFD	IVV3070101	LHS	Line Haul Charge	APPROVED		Mon Jan 05 11:51:53 EST 2004	4 days
JP-664597	CCFD	IVV3070101	405A	Fuel Surcharge-LHS	APPROVED		Mon Jan 05 11:51:53 EST 2004	4 days
JP-664597	CCFD	IVV3070101	BSC	Bunker S/C	APPROVED		Mon Jan 05 11:51:53 EST 2004	4 days
JP-664597	CCFD	IVV3070101	535A	One Percent Service Charge (International)	APPROVED		Mon Jan 05 11:51:53 EST 2004	4 days
JP-569931	AIFD	IVVJP569931B	S04B	OT Load/Unload	APPROVED		Mon Jan 05 11:52:09 EST 2004	2 days
JP-569931	AIFD	IVVJP569931C	S21A	SIT Pup/Del	APPROVED		Mon Jan 05 11:52:11 EST 2004	2 days

Figure 2-78 Item Age Report for PPSO Screen

2.5.5 General Reports

Click on the link *[Shipment Actual vs. Weight Report](#)*. This report summarizes the total member estimated weight versus actual shipment weight.

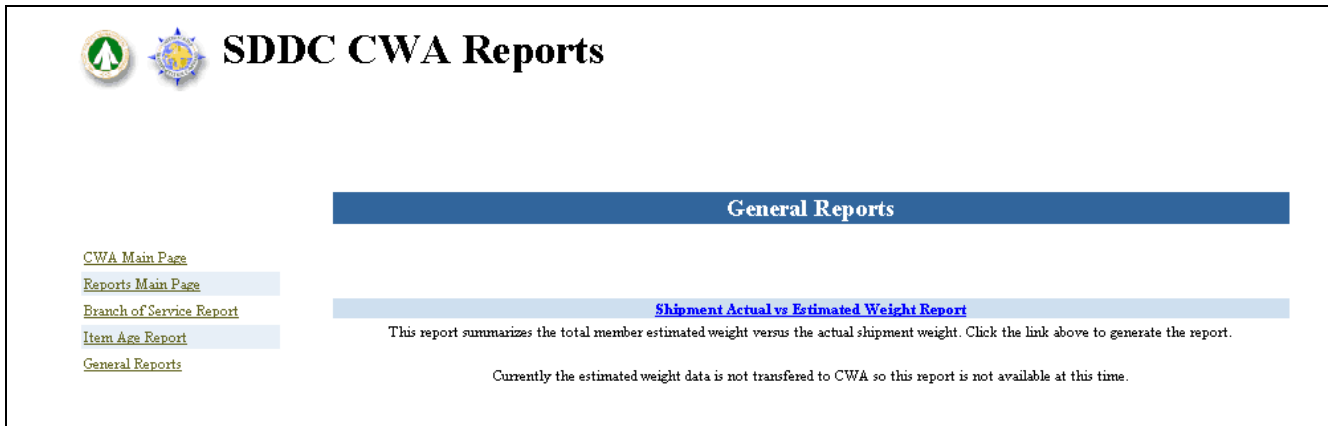


Figure 2-79 General Reports Screen

2.5.5.1 Shipment Estimated Weight Report

Note: Currently, this report is not active, as the CWA does not get member estimated weight from TOPS/THIST.

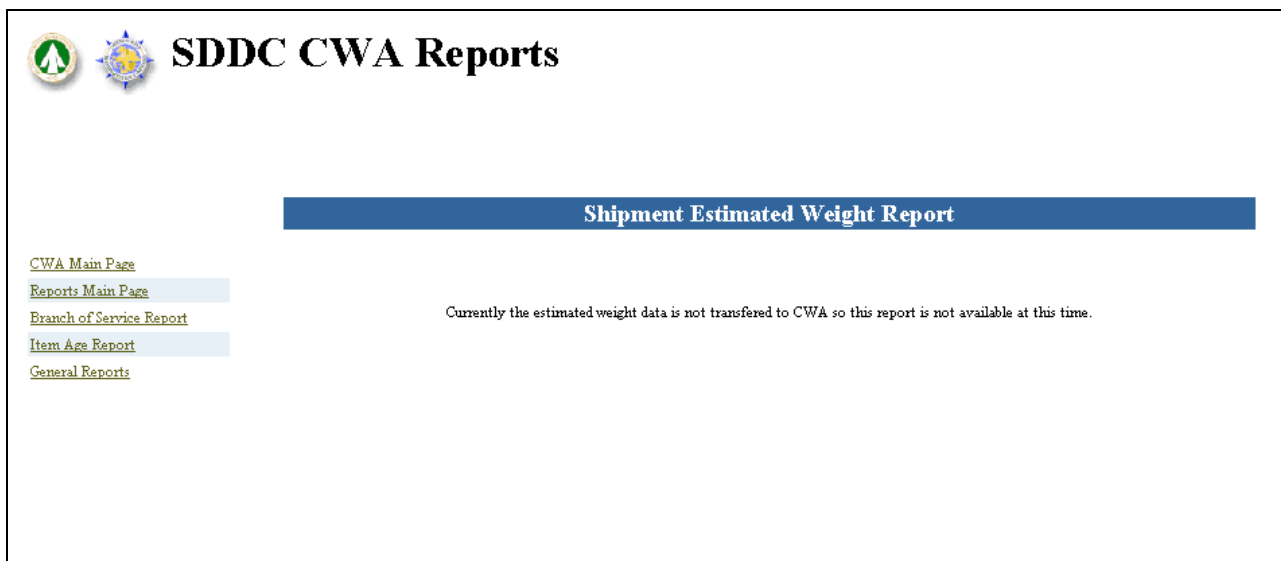


Figure 2-80 Shipment Estimated Weight Report Screen

2.6 DOD MASTER SCREENS

2.6.1 CWA Main Page

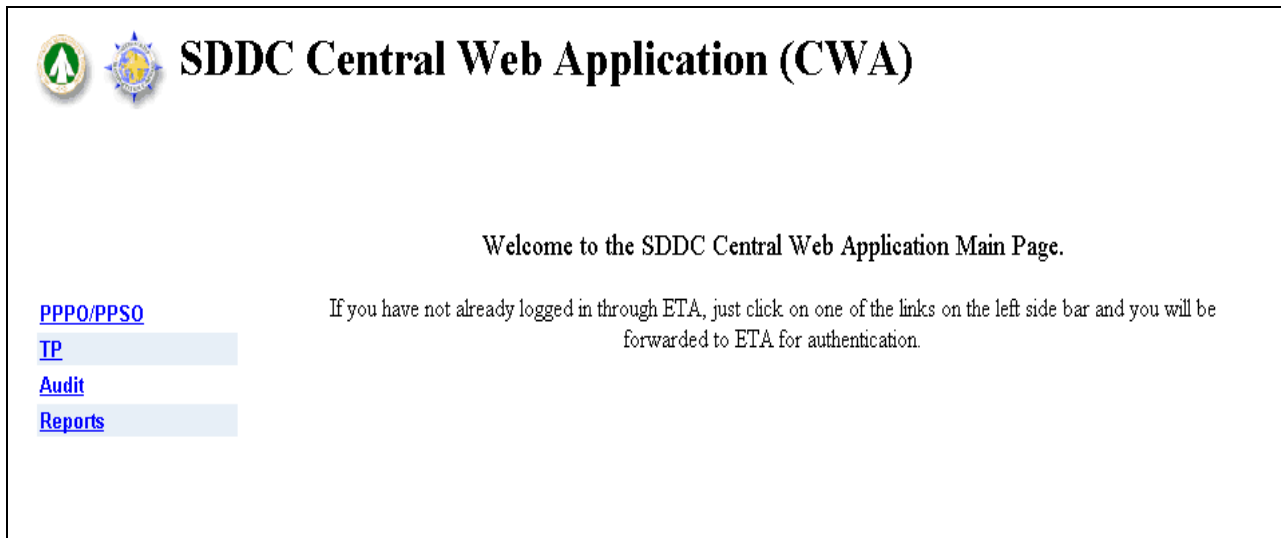


Figure 2-81 CWA Main Page Screen

2.6.2 Log in as a DoD Master

Click on the link the link PPPO/PPSO from the main menu on the left side of the screen.

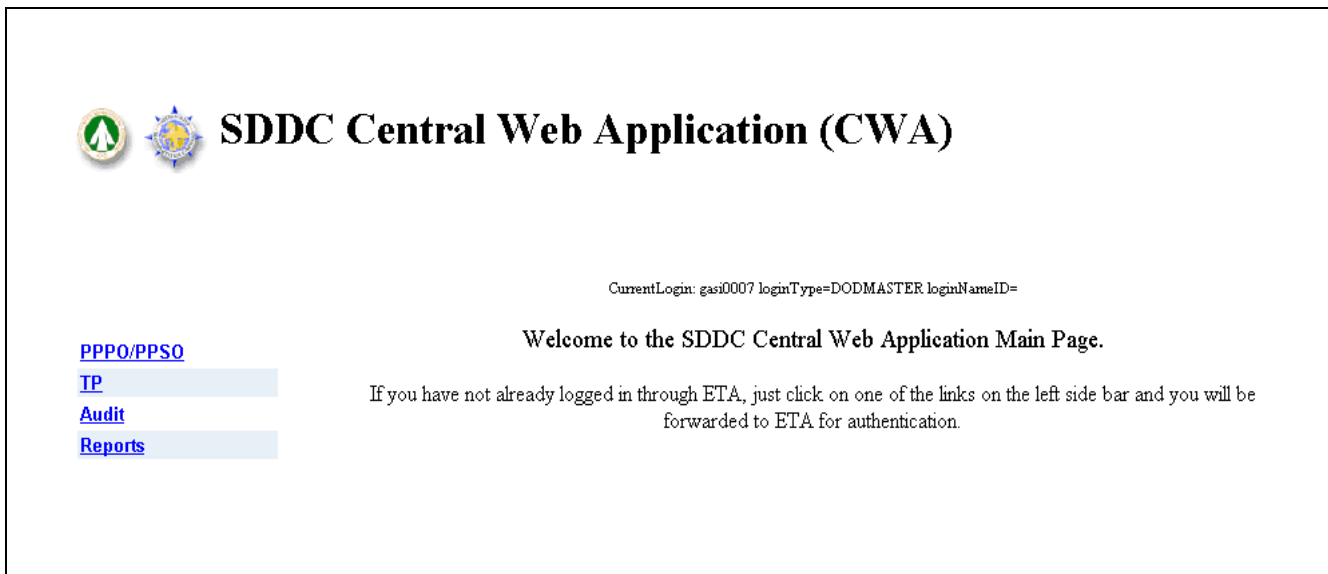


Figure 2-82 DoD Master Login Screen

2.6.3 PPSO Main Page

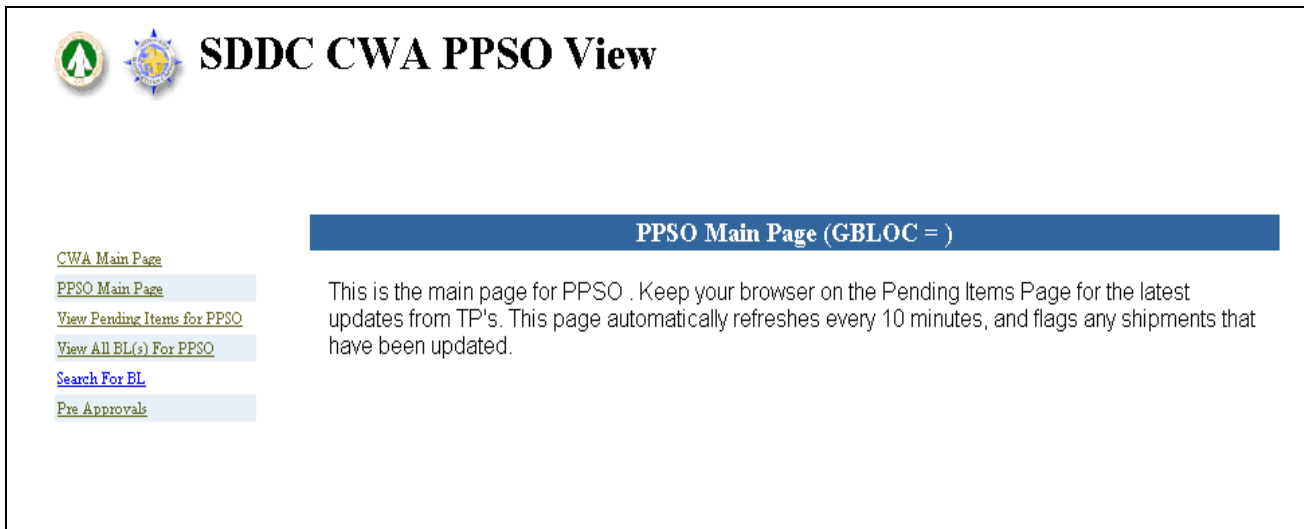


Figure 2-83 PPSO Main Page Screen

2.6.4 View Pending Items for PPSO

Click on the link [View Pending Items for PPSO](#). This report is only for user type PPSO that has an associated GBLOC to generate the report. User of type DoD Read and DoD Master should use the search form to locate shipments.

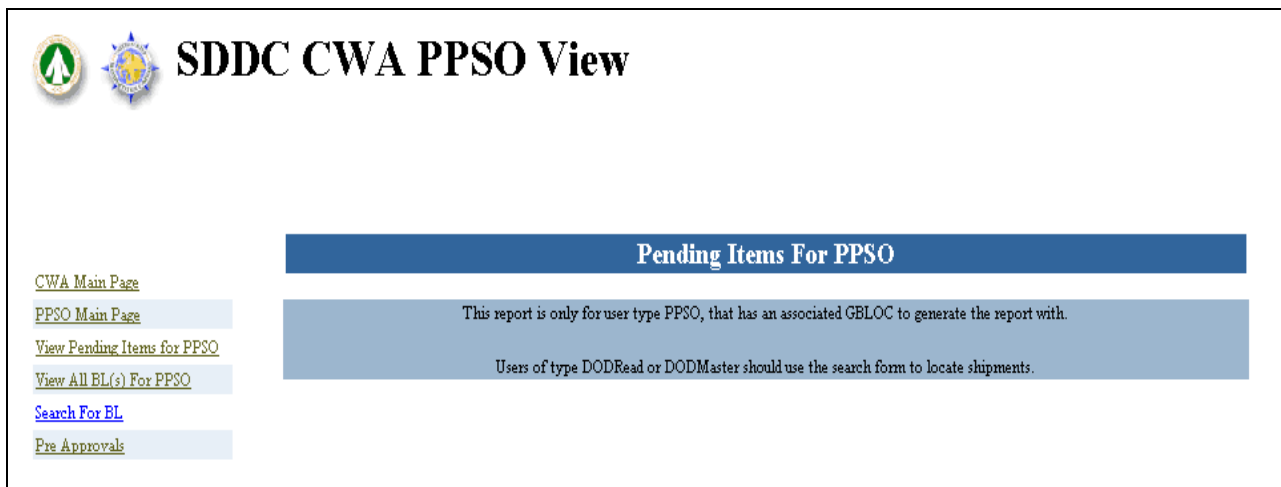
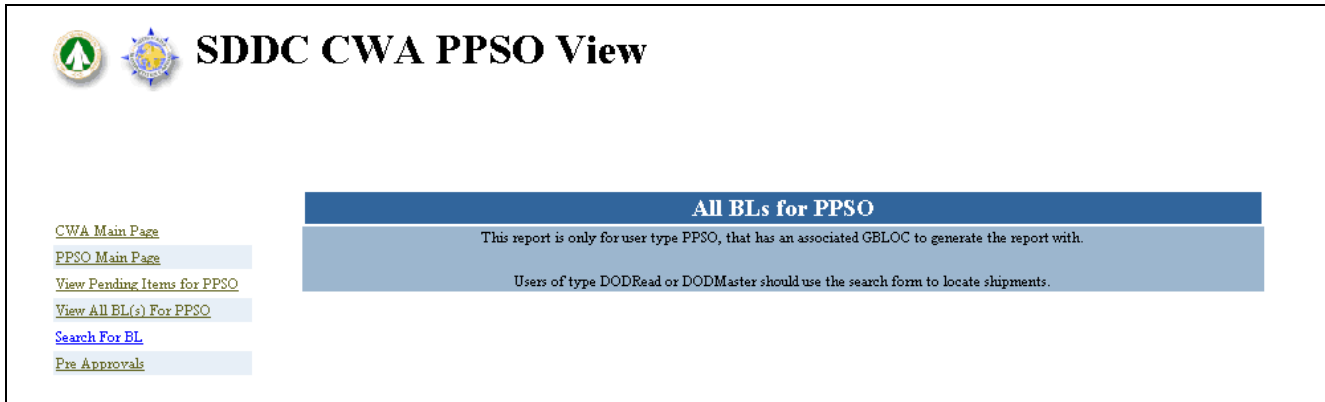


Figure 2-84 View Pending Items for PPSO Screen

2.6.5 View All BL (s) for PPSO

Click on the link [View All BL\(s\) for PPSO](#). This report is only for user type PPSO that has an associated GBLOC to generate the report. User of type DoD Read and DoD Master should use the search form to locate shipments.



SDDC CWA PPSO View

[CWA Main Page](#)
[PPSO Main Page](#)
[View Pending Items for PPSO](#)
[View All BL\(s\) For PPSO](#)
[Search For BL](#)
[Pre Approvals](#)

All BLs for PPSO

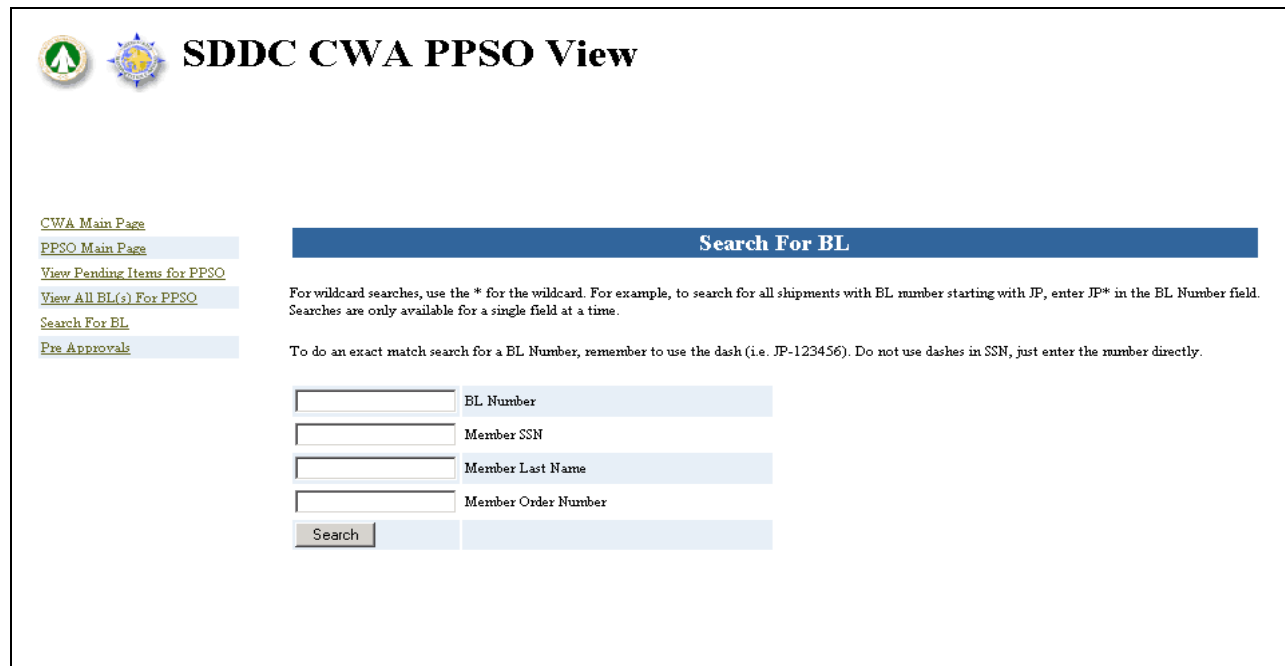
This report is only for user type PPSO, that has an associated GBLOC to generate the report with.

Users of type DODRead or DODMaster should use the search form to locate shipments.

Figure 2-85 View All BL(s) for PPSO Screen

2.6.6 Search for BL

Click on the link [Search for BL](#) to search for a shipment. This link provides four search options: BL Number, Member SSN, Member Last Name, and Member Order Number.



SDDC CWA PPSO View

[CWA Main Page](#)
[PPSO Main Page](#)
[View Pending Items for PPSO](#)
[View All BL\(s\) For PPSO](#)
[Search For BL](#)
[Pre Approvals](#)

Search For BL

For wildcard searches, use the * for the wildcard. For example, to search for all shipments with BL number starting with JP, enter JP* in the BL Number field. Searches are only available for a single field at a time.

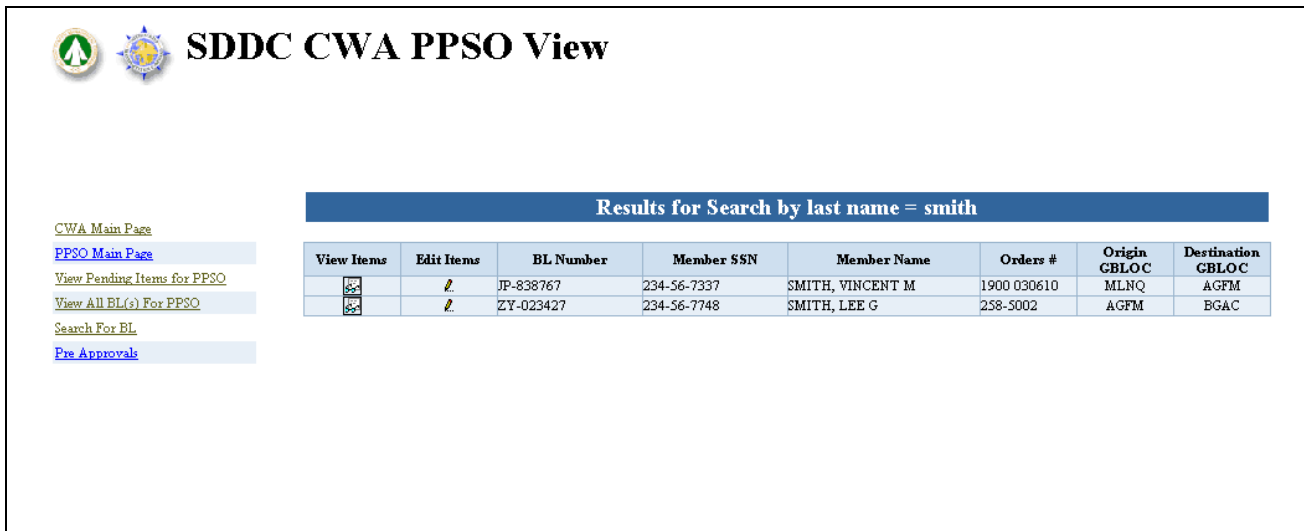
To do an exact match search for a BL Number, remember to use the dash (i.e. JP-123456). Do not use dashes in SSN, just enter the number directly.

BL Number
 Member SSN
 Member Last Name
 Member Order Number

Figure 2-86 Search for BL Screen

2.6.6.1 Search Results by Member Last Name

Example: Enter Member Last Name and click [Search] button.



SDDC CWA PPSO View

[CWA Main Page](#)
[PPSO Main Page](#)
[View Pending Items for PPSO](#)
[View All BL\(s\) For PPSO](#)
[Search For BL](#)
[Pre Approvals](#)

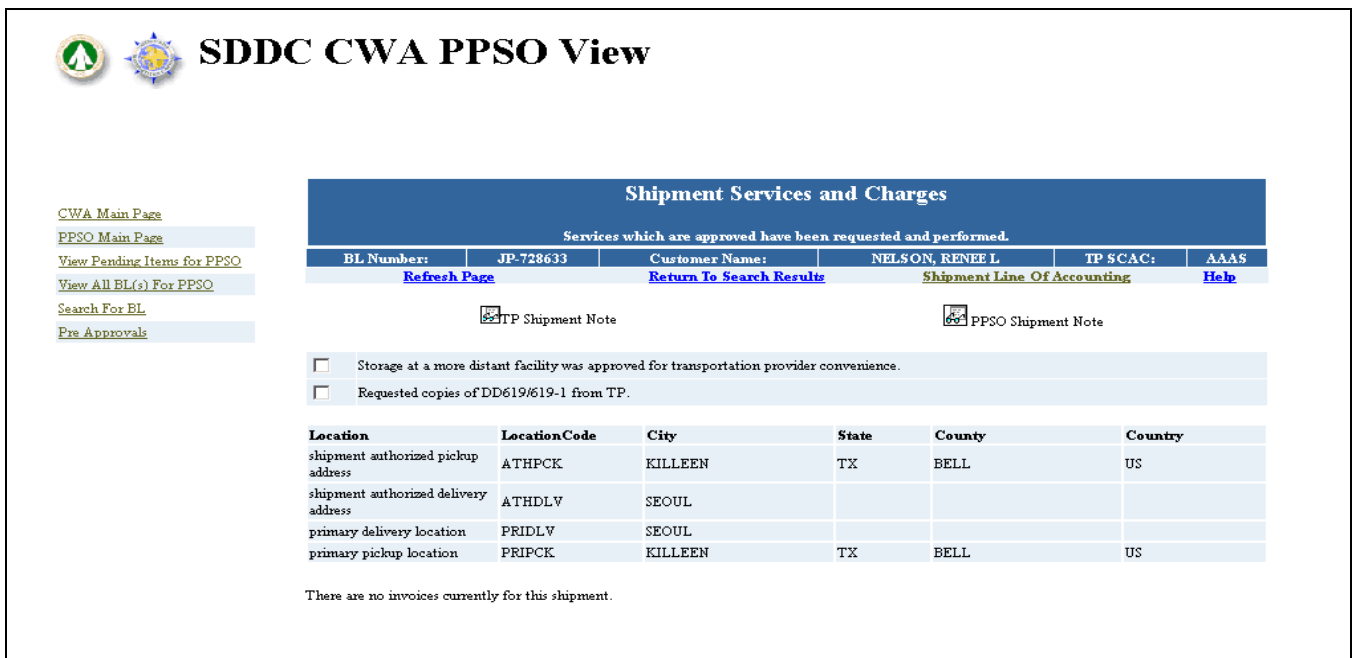
Results for Search by last name = smith

View Items	Edit Items	BL Number	Member SSN	Member Name	Orders #	Origin GBLOC	Destination GBLOC
		JP-838767	234-56-7337	SMITH, VINCENT M	1900 030610	MLNQ	AGFM
		ZY-023427	234-56-7748	SMITH, LEE G	258-5002	AGFM	BGAC

Figure 2-87 Search Results by Member Last Name

2.6.6.2 View Items

Click on the link [View Items](#) to view shipment services and charges. This is a read-only option.



SDDC CWA PPSO View

[CWA Main Page](#)
[PPSO Main Page](#)
[View Pending Items for PPSO](#)
[View All BL\(s\) For PPSO](#)
[Search For BL](#)
[Pre Approvals](#)

Shipment Services and Charges

Services which are approved have been requested and performed.

BL Number:	JP-728633	Customer Name:	NELSON, RENEE L	TP SCAC:	AAAS
Refresh Page	Return To Search Results	Shipment Line Of Accounting	Help		

☒ TP Shipment Note ☒ PPSO Shipment Note

☐ Storage at a more distant facility was approved for transportation provider convenience.
☐ Requested copies of DD619/619-1 from TP.

Location	LocationCode	City	State	County	Country
shipment authorized pickup address	ATHPCK	KILLEEN	TX	BELL	US
shipment authorized delivery address	ATHDLV	SEOUL			
primary delivery location	PRIDLV	SEOUL			
primary pickup location	PRIPCK	KILLEEN	TX	BELL	US

There are no invoices currently for this shipment.

Figure 2-88 View Items

2.6.6.3 Edit Items

Click on the link [Edit Items](#) to edit shipment services and charges. This is an option to make changes. This link provides the following options: Refresh Page, Return to Search Results, Shipment Line of Accounting, Help, Sort by PPSO, Sort by Invoice, Show Only Origin PPSO Services, and Show only Destination PPSO Services.

Note: Click on the link refresh Page to view updated data.

SDDC CWA PPSO View

[CWA Main Page](#)

[PPSO Main Page](#)

[View Pending Items for PPSO](#)

[View All BL\(s\) For PPSO](#)

[Search For BL](#)

[Pre Approvals](#)

Shipment Services and Charges

Services which are approved have been requested and performed.

BL Number:	ZY-102849	Customer Name:	ROBINSON, RICHARD F	TP SCAC:	HLFI
Refresh Page	Shipment Line Of Accounting	Divert Shipment	Help		

☐ TP Shipment Note
 PPSO Shipment Note

☐ Storage at a more distant facility was approved for transportation provider convenience.

☐ Requested copies of DD619/619-1 from TP.

Shipment Type: INTER HHG

Location	LocationCode	City	State	County	Country
shipment service point	SRVCPT	CHULA VISTA	CA	SAN DIEGO	US
primary delivery location	PRIDLV	SINGERS GLEN	VA	ROCKINGHAM	US
additional delivery location	ADDLDV	SINGERS GLEN	VA	ROCKINGHAM	US
primary pickup location	PRIPCK	CHULA VISTA	CA	SAN DIEGO	US
destination sit	DSTSIT	WAYNESBORO	VA	AUGUSTA	US

☐ Sort By PPSO
☐ Sort By Invoice
☐ Show Only Origin PPSO Services
☐ Show Only Destination PPSO Services

Origin Services

Set Approval	Current Approval Status	Item Code	Description	TP Net Weight (Bill Weight)	TOPS Net Weight (Gross Weight)	TP Miles	DTOD Miles	Reweigh	Locations	Invoice Amount	CWA Cost	TP Notes	PPSO Notes	PowerTrack Sent Date
<input type="radio"/> Approved														
<input type="radio"/> Disputed	PENDING	LHS	Line Haul Charge	38.8 (40)	38.8 (440.4)	2525		Enter Reweigh	PRIPCK - PRIDLV	1800.18	0			
<input type="radio"/> Denied														

Figure 2-89 Edit Items Screen

Example1: Click on the link [*Shipment Line of Accounting*](#) to view shipment line of accounting information

Shipment Line Of Accounting Information

FA2 LOA:	
SDN:	Not Applicable Currently
MDC:	
TAC:	AH32
Account Classification:	3,OW,4AO37

Enter new MDC or TAC LOA Information

New MDC:	<input type="text"/>
New TAC:	<input type="text"/>

Figure 2-90 Shipment Line of Accounting

Example 2: Click on the link on [*Divert Shipment*](#) to view shipment diversion information.

Shipment Diversion Information

Current Destination Location:

Responsible Destination PPSO:	QXAK
Zip Code:	APO 96205
Rate Area:	KS

Enter new destination location and responsible PPSO

New Destination Zip Code (Domestic/CONUS):	<input type="text"/>
New Destination Rate Area (International/OCNUS):	Select From Dropdown ▼
New Destination GBLOC:	Select From Dropdown ▼

Figure 2-91 Divert Shipment Screen

Example 3: Click on the link [Help](#) to view the CWA PPSO Help Page.

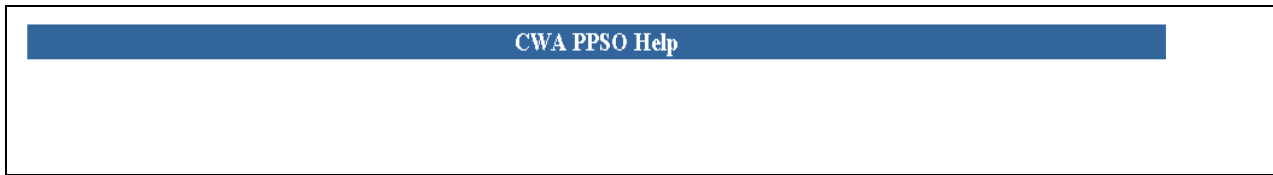


Figure 2-92 Help Screen

Example 4: Click on the link [Sort by Invoice](#) to view items sorted by invoice.

Shipment Services and Charges													
Services which are approved have been requested and performed.													
BL Number:	JP-799925	Customer Name:		MODDER, WESLEY J		TP SCAC:	AID						
Refresh Page	Shipment Line Of Accounting		Divert Shipment		Help								
<input checked="" type="checkbox"/> TP Shipment Note							<input checked="" type="checkbox"/> PPSO Shipment Note						
<input type="checkbox"/> Storage at a more distant facility was approved for transportation provider convenience. <input type="checkbox"/> Requested copies of DD619/619-1 from TP.													
Shipment Type: ITGBL UB													
Location	Location Code	City	State	County	Country								
primary delivery location	PRIDL	CORONADO	CA	SAN DIEGO	US								
primary pickup location	PRIPCK	KAILUA			US								
destination sit	DSTSIT	SAN DIEGO	CA	SAN DIEGO	US								
shipment port used	PETUSD	PEARL HARBOR											
<input checked="" type="checkbox"/> Sort By PPSO				<input checked="" type="checkbox"/> Sort By Invoice				<input checked="" type="checkbox"/> Show Only Origin PPSO Services				<input checked="" type="checkbox"/> Show Only Destination PPSO Services	
Linehaul Charges (Invoice Number IVVJP799925)													
Set Approval	Current Approval Status	Item Code	Description	TP Net Weight (Bill Weight)	TP Net Weight (Gross Weight)	TP Miles	DTOD Miles	Reweigh Locations	Invoice Amount	CWA Cost	TP Notes	PPSO Notes	PowerTrack Sent Date
	PENDING	LHS	Line Haul Charge	13.6 (13.6)	9.4 (13.6)			Enter Reweigh PRIPCK - PRIDL	743.65	0			
Invoice Number: IVVJP799925													
Other Services/Charges													
Set Approval	Current Approval Status	Item Pre-Approved	Item Code	Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	TP Notes	PPSO Notes	PowerTrack Sent Date	
	PENDING		535A	One Percent Service Charge (International)	N/A	QUANTITY 1		7.92	0				
	APPROVED		405A	Fuel Surcharge-LHS	PRIPCK - PRIDL	FLAT RATE 1	511	4.8	4.8				
	APPROVED		405A	Fuel Surcharge-LHS	PRIPCK - PRIDL	FLAT RATE 1	1	1.73	1.73				
	APPROVED		WAR	War Risk S/C	N/A	QUANTITY 1		34	34				
Invoice Number: IVVJP799925S													
Accessorial Services/Charges													
Set Approval	Current Approval Status	Item Pre-Approved	Item Code	Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	TP Notes	PPSO Notes	PowerTrack Sent Date	
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	PENDING		507K	Unpack:Extm Ctns	N/A	CUBIC FOOT 94		70.5	0				
SIT Services/Charges													
Set Approval	Current Approval Status	Item Pre-Approved	Item Code	Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	TP Notes	PPSO Notes	PowerTrack Sent Date	
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	PENDING		519A	SIT:Periods	PRIPCK - PRIDL	QUANTITY 1 Weight 13.6		18.36	0				
<input type="radio"/> Approved <input type="radio"/> Disputed	PENDING		519C	Whse Handling	PRIPCK - PRIDL	WEIGHT 13.6		18.36	0				

Figure 2-93 Sort by Invoice Screen

Example 5: Click on the link Sort Only Origin PPSO Services to view items sorted by origin PPSO services.

Shipment Services and Charges					
Services which are approved have been requested and performed.					
BL Number:	JP-799925	Customer Name:	MODDER, WESLEY J	TP SCAC:	AFD
Refresh Page	Shipment Line Of Accounting	Divert Shipment	Help		
<input checked="" type="checkbox"/> TP Shipment Note			<input checked="" type="checkbox"/> PPSO Shipment Note		
<input type="checkbox"/> Storage at a more distant facility was approved for transportation provider convenience.					
<input type="checkbox"/> Requested copies of DD619/619-1 from TP.					
Shipment Type: ITGBL UB					
Location	Location Code	City	State	County	Country
primary delivery location	PRIDLV	CORONADO	CA	SAN DIEGO	US
primary pickup location	PRIPCK	KAILUA			US
destination sit	DSTSIT	SAN DIEGO	CA	SAN DIEGO	US
shipment port used	PRTUSD	PEARL HARBOR			
<input checked="" type="checkbox"/> Sort By PPSO		<input checked="" type="checkbox"/> Sort By Invoice		<input checked="" type="checkbox"/> Show Only Origin PPSO Services	
				<input checked="" type="checkbox"/> Show Only Destination PPSO Services	

Origin Services														
Linehaul Charges (Invoice Number IVVJP799925)														
Set Approval	Current Approval Status	Item Code	Description	TP Net Weight (Bill Weight)	TOPS Net Weight (Gross Weight)	TP Miles	DTOD Miles	Reweigh	Locations	Invoice Amount	CWA Cost	TP Notes	PPSO Notes	PowerTrack Sent Date
	PENDING	LHS	Line Haul Charge	13.6 (13.6)	9.4 (13.6)			Enter Reweigh	PRIPCK - PRIDL	743.65	0			

Set Approval	Current Approval Status	Item Pre-Approved	Item Code	Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	TP Notes	PPSO Notes	PowerTrack Sent Date
	PENDING		535A	One Percent Service Charge (International)	N/A	QUANTITY 1		7.92	0			
	APPROVED		405A	Fuel Surcharge-LHS	PRTUSD - PRIDLV	FLAT RATE 1	511	4.8	4.8			
	APPROVED		405A	Fuel Surcharge-LHS	PRIPCK - PRTUSD	FLAT RATE 1	1	1.73	1.73			
	APPROVED		WAR	War Risk S/C	N/A	QUANTITY 1		34	34			
	PENDING		535A	One Percent Service Charge (International)	N/A	QUANTITY 1		3.63	0			

[Click Here To Approve All Origin Items On Shipment](#)

Submit Approvals

NOTE: Only after ALL items in an invoice are set to either approved or disapproved status can the shipment information be sent to PowerTrack.

Figure 2-94 Sort Only Origin PPSO Services Screen

Example 6: Click on the link [Sort Only Destination PPSO Services](#) to view items sorted by destination PPSO services.

Shipment Services and Charges												
Services which are approved have been requested and performed.												
BL Number:	JP-799925	Customer Name:	MODDER, WESLEY J		TP SCAC:	AIFD						
Refresh Page	Shipment Line Of Accounting	Divert Shipment	Help									
TP Shipment Note					PPSO Shipment Note							
<input type="checkbox"/> Storage at a more distant facility was approved for transportation provider convenience.												
<input type="checkbox"/> Requested copies of DD619/619-1 from TP.												
Shipment Type: ITGBL UB												
Location	LocationCode	City	State	County	Country							
primary delivery location	PRIDLV	CORONADO	CA	SAN DIEGO	US							
primary pickup location	PRIPCK	KAILUA			US							
destination sit	DSTSIT	SAN DIEGO	CA	SAN DIEGO	US							
shipment port used	PRTUSD	PEARL HARBOR										
<div> Sort By PPSO Sort By Invoice Show Only Origin PPSO Services Show Only Destination PPSO Services </div>												
Destination Services												
Set Approval	Current Approval Status	Item Pre-Approved	Item Code	Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	TP Notes	PPSO Notes	PowerTrack Sent Date
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	PENDING		519A	SIT:Periods	DSTSIT	QUANTITY 1 Weight 13.6		18.36	0			
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	PENDING		519C	Whse Handling	DSTSIT	WEIGHT 13.6		18.36	0			
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	PENDING		521A	SIT Pup/Del	DSTSIT - PRIDLV	WEIGHT 13.6 Miles 8	4	244.8	0			
<input type="radio"/> Approved <input type="radio"/> Disputed <input type="radio"/> Denied	PENDING		507K	Unpack:Extm/Ctrus	N/A	CUBIC FOOT 94		70.5	0			
Click Here To Approve All Destination Items On Shipment												
<input type="button" value="Submit Approvals"/>												
NOTE: Only after ALL items in an invoice are set to either approved or disapproved status can the shipment information be sent to PowerTrack.												

Figure 2-95 Sort Only Destination PPSO Services Screen

2.6.7 Pre Approvals

Click on the link [Pre Approvals](#) to view preapprovals for PPSO. This link provides two search options: by Pickup and by Delivery. Enter BL Number, check the Pickup or Delivery radio button, and click [Submit].

Figure 2-96 Pre Approvals Screen

2.6.7.1 Search by Pickup

Example: Enter BL Number, click the Pickup radio button, and then click [Submit] on the *Pre Approvals* Screen to view items listed by pickup.

Location	City	State	County	Country
primary delivery location	NORTH BEND	OR	COOS	US
primary pickup location	KODIAK	AK	KODIAK ISLAND BOROUGH	US

Services Requested To Be Performed (Conus)

Packing/Crating

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	100Q	Pak Reg Crate	Cubic Feet
<input type="checkbox"/>	100R	Crate Min Chg	Quantity

Figure 2-97 Search by Pickup Screen

2.6.7.2 Search by Delivery

Example: Enter BL Number, click the Delivery radio button, and then click [**Submit**] on the *Pre Approvals* Screen to view items listed by delivery.

SDDC CWA PPSO View

[CWA Main Page](#)
[PPSO Main Page](#)
[View Pending Items for PPSO](#)
[View All BL\(s\) For PPSO](#)
[Search For BL](#)
[Pre Approvals](#)

Shipment Services For PreApproval

BL Number: ZY-593309 **Customer Name:** DARRELL C FOX

Location	City	State	County	Country
primary delivery location	NORTH BEND	OR	COOS	US
primary pickup location	KODIAK	AK	KODIAK ISLAND BOROUGH	US

Services Requested To Be Performed (Conus)

Packing/Crating

Select	Service Code	Description	Unit of Measure
<input type="checkbox"/>	100Q	Pak Reg Crate	Cubic Feet
<input type="checkbox"/>	100R	Crate Min Chg	Quantity

Figure 2-98 Search by Delivery

2.7 DOD READ SCREENS

2.7.1 CWA Main Page

SDDC Central Web Application (CWA)

[PPPO/PPSO](#)
[TP](#)
[Audit](#)
[Reports](#)

Welcome to the SDDC Central Web Application Main Page.

If you have not already logged in through ETA, just click on one of the links on the left side bar and you will be forwarded to ETA for authentication.

Figure 2-99 CWA Main Page Screen

2.7.2 Login as a DoD Read

Click on the link [PPPO/PPSO](#) from the main menu on the left side of the screen.

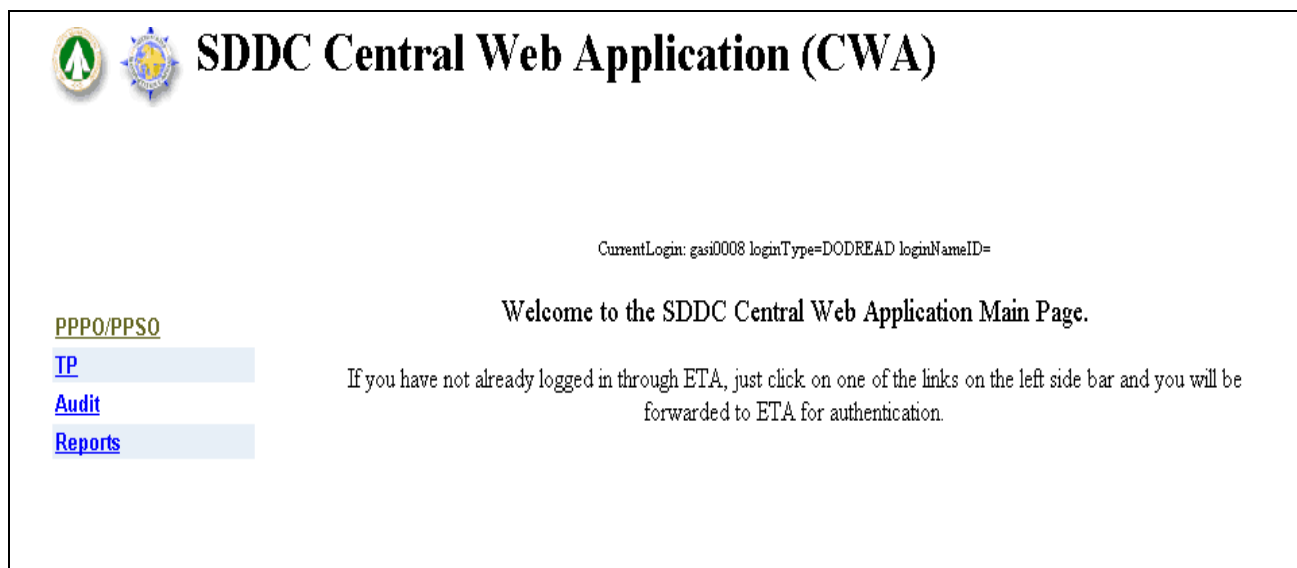


Figure 2-100 DoD Read Login Screen

2.7.3 PPSO Main Page

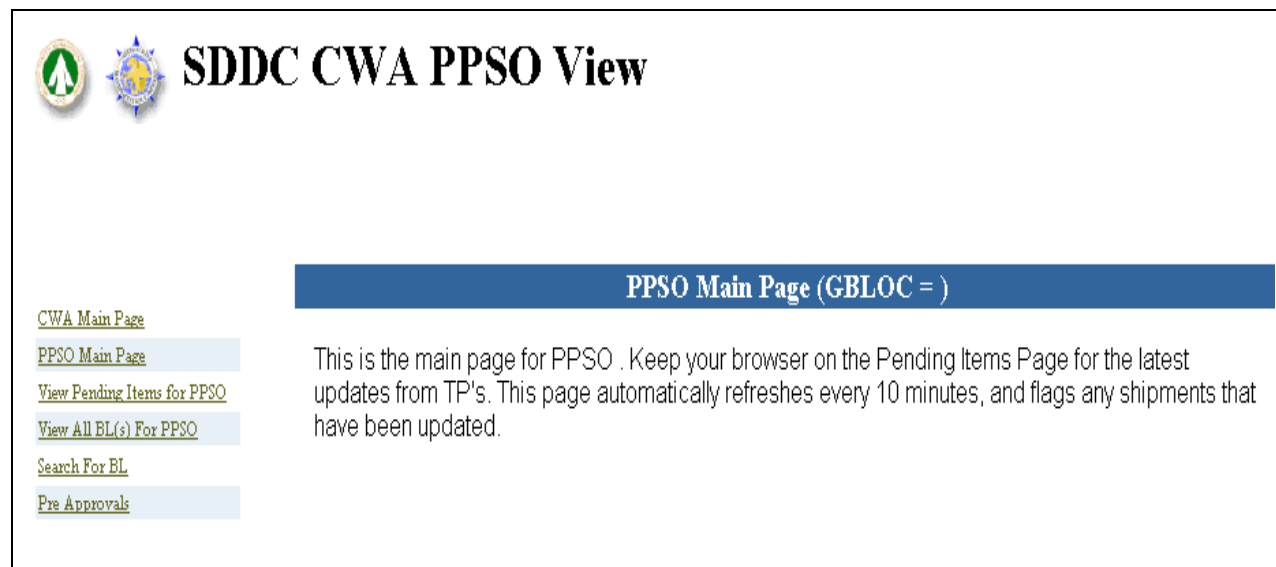


Figure 2-101 PPSO Main Page Screen

2.7.4 View Pending Items for PPSO

Click on the link [View Pending Items for PPSO](#). This report is only for user type PPSO that has an associated GBLOC to generate the report. User of type DoD Read and DoD Master should use the search form to locate shipments.

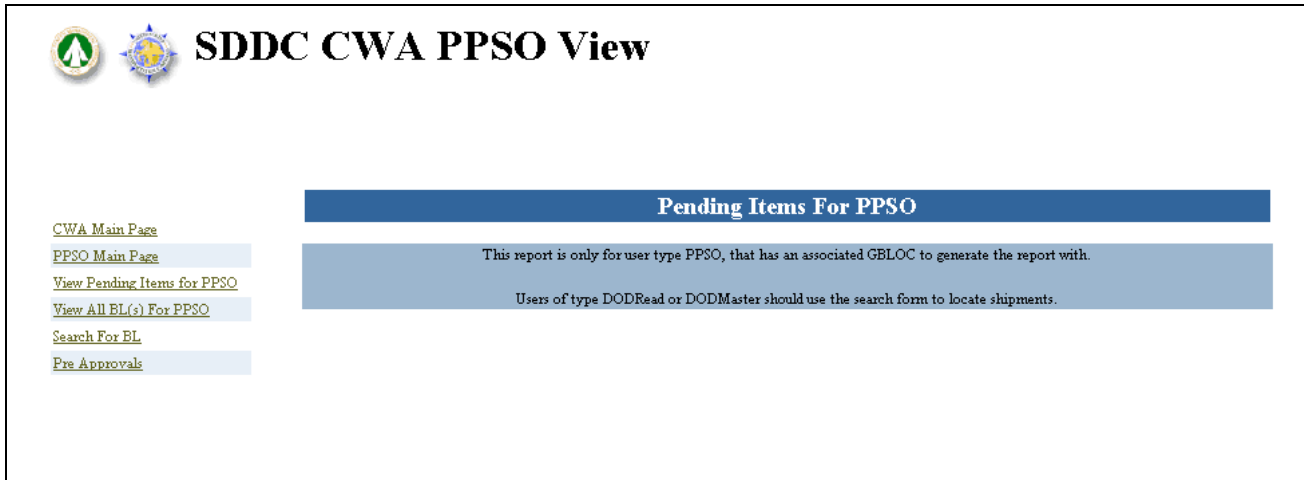


Figure 2-102 View Pending Items for PPSO Screen

2.7.5 View All BL(s) for PPSO

Click on the link [View All BL\(s\) for PPSO](#). This report is only for user type PPSO that has an associated GBLOC to generate the report. User of type DoD Read and DoD Master should use the search form to locate shipments.

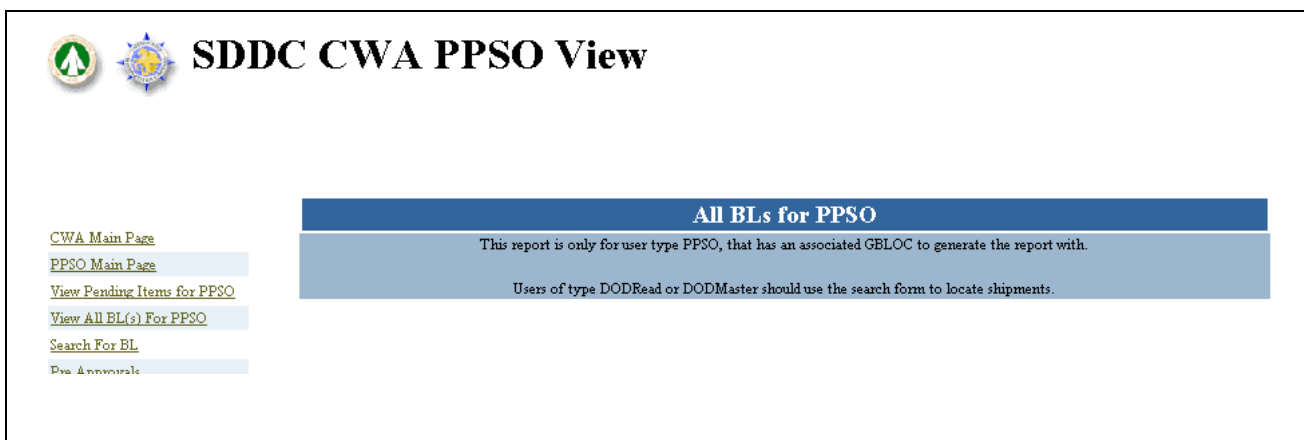


Figure 2-103 View All BL(s) for PPSO Screen

2.7.6 Search for BL

Click on the link [Search for BL](#) to search for a shipment. This link provides four search options: BL Number, Member SSN, Member Last Name, and Member Order Number.

Figure 2-104 Search for BL Screen

2.7.6.1 Search Results by Member Last Name

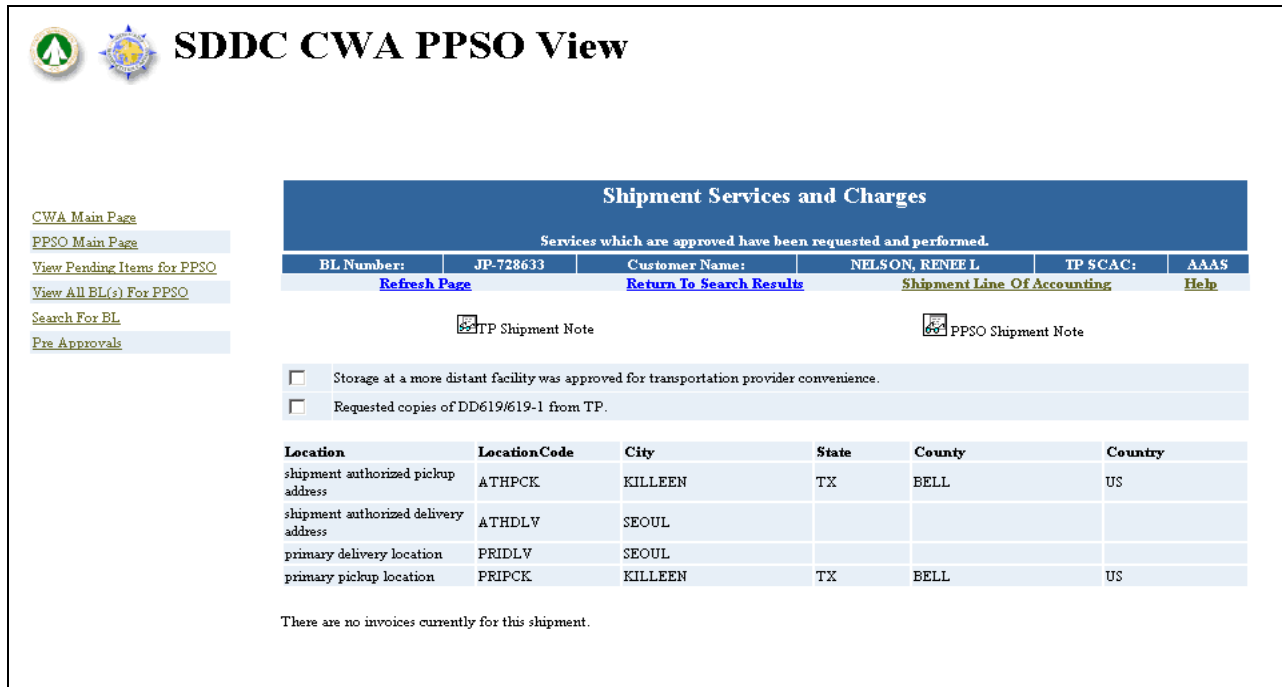
Example: Enter Member Last Name and click [Search] button.

Results for Search by last name = smith							
View Items	Edit Items	BL Number	Member SSN	Member Name	Orders #	Origin CBLOC	Destination CBLOC
		JP-838767	234-56-7337	SMITH, VINCENT M	1900 030610	MLNQ	AGFM
		ZY-023427	234-56-7748	SMITH, LEE G	258-5002	AGFM	BGAC

Figure 2-105 Search Results by Member Last Name Screen

2.7.6.2 View Items

Click on the link [View Items](#) to view shipment services and charges. This is a read-only option.



SDDC CWA PPSO View

[CWA Main Page](#)
[PPSO Main Page](#)
[View Pending Items for PPSO](#)
[View All BL\(s\) For PPSO](#)
[Search For BL](#)
[Pre Approvals](#)

Shipment Services and Charges

Services which are approved have been requested and performed.

BL Number:	JP-728633	Customer Name:	NELSON, RENEE L	TP SCAC:	AAA5
Refresh Page		Return To Search Results		Shipment Line Of Accounting	
				Help	

☐ TP Shipment Note ☐ PPSO Shipment Note

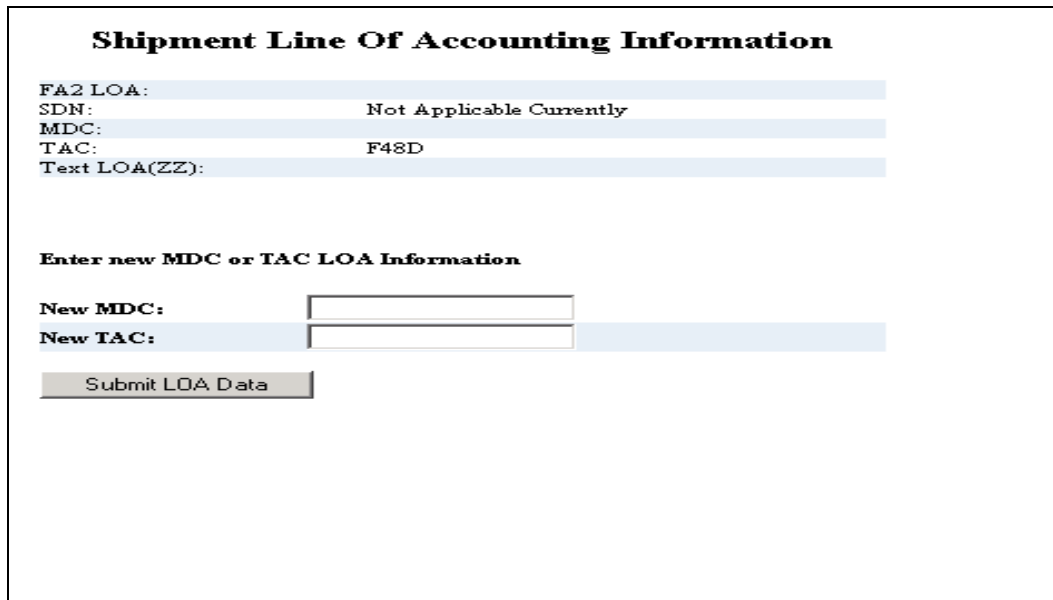
☐ Storage at a more distant facility was approved for transportation provider convenience.
☐ Requested copies of DD619/619-1 from TP.

Location	LocationCode	City	State	County	Country
shipment authorized pickup address	ATHPCK	KILLEEN	TX	BELL	US
shipment authorized delivery address	ATHDLV	SEOUL			
primary delivery location	PRIDLV	SEOUL			
primary pickup location	PRIPCK	KILLEEN	TX	BELL	US

There are no invoices currently for this shipment.

Figure 2-106 View Items Screen

Example 1: Click on the link [Shipment Line of Accounting](#) to view shipment of line accounting information.



Shipment Line Of Accounting Information

FA2 LOA: _____
SDN: _____ Not Applicable Currently
MDC: _____
TAC: _____ F48D
Text LOA(ZZ): _____

Enter new MDC or TAC LOA Information

New MDC:
New TAC:

Figure 2-107 Shipment Line of Accounting Screen

Example 2: Click on the link [Help](#) to view the CWA PPSO Help Page.

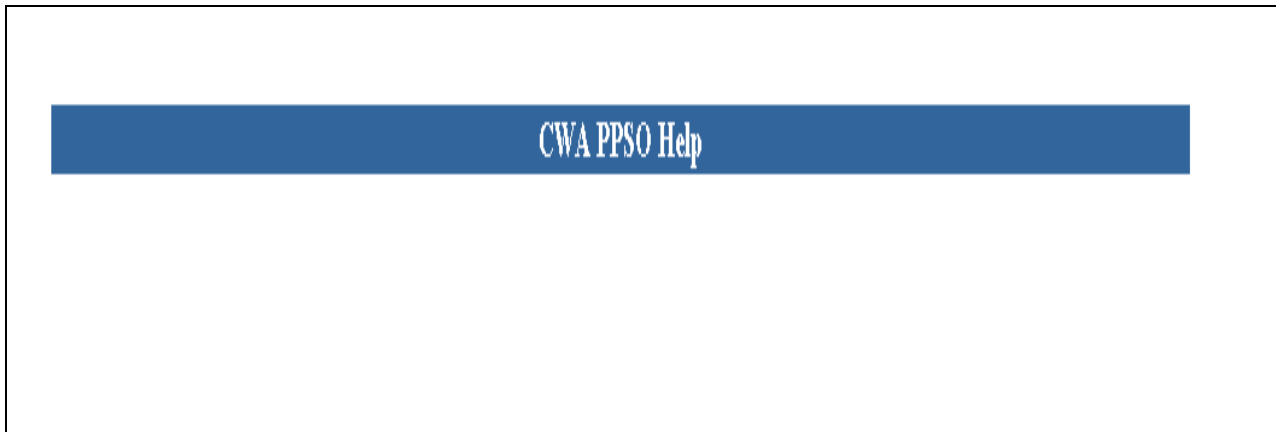



Figure 2-108 Help Screen

Example 3: Click on the link [Return to Search Results](#) to view the Search Results Page.


SDDC CWA PPSO View

[CWA Main Page](#)
[PPSO Main Page](#)
[View Pending Items for PPSO](#)
[View All BL\(s\) For PPSO](#)
[Search For BL](#)
[Pre Approvals](#)





Results for Search by last name = smith							
View Items	Edit Items	BL Number	Member SSN	Member Name	Orders #	Origin GBLOC	Destination GBLOC
		JP-838767	234-56-7337	SMITH, VINCENT M	1900 030610	MLNQ	AGFM
		ZY-023427	234-56-7748	SMITH, LEE G	258-5002	AGFM	BGAC

Figure 2-109 Return to Search Results Screen

2.7.6.3 Edit Items

DoD Read Only users are not authorized to view [Edit Items](#) link. If you click on the [Edit Items](#) link, an error message will appear “Not authorized to Edit Shipment information”.

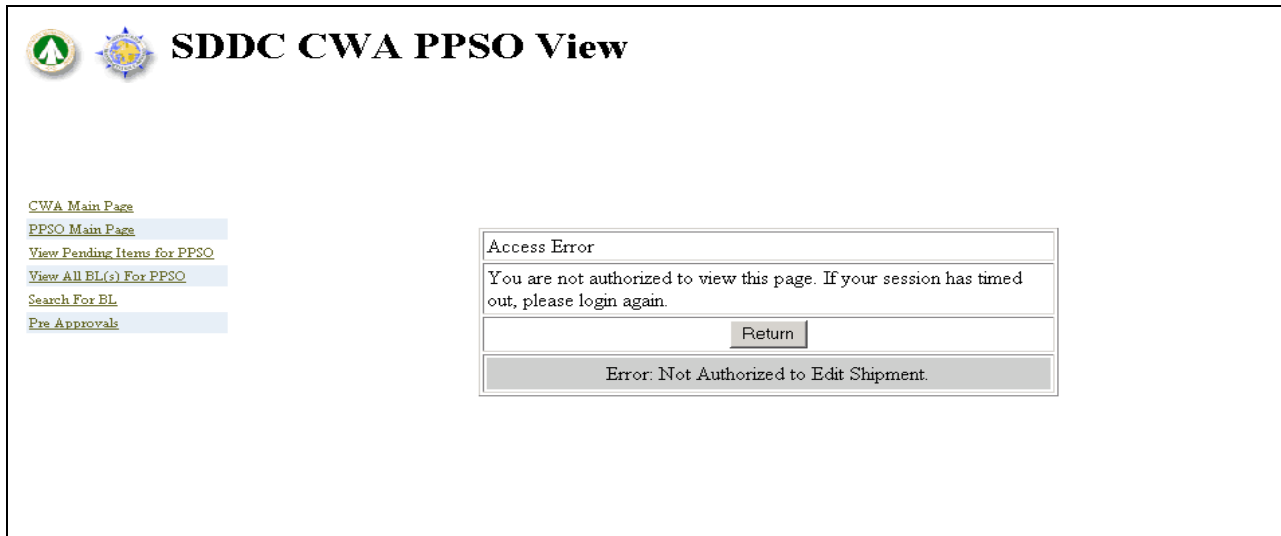


Figure 2-110 Edit Items Screen

2.7.7 Pre Approvals

Click on the link [Pre Approvals](#) to view preapprovals for PPSO. This link provides two search options: by Pickup and by Delivery. Enter BL Number, check the Pickup or Delivery radio button, and click [Submit].

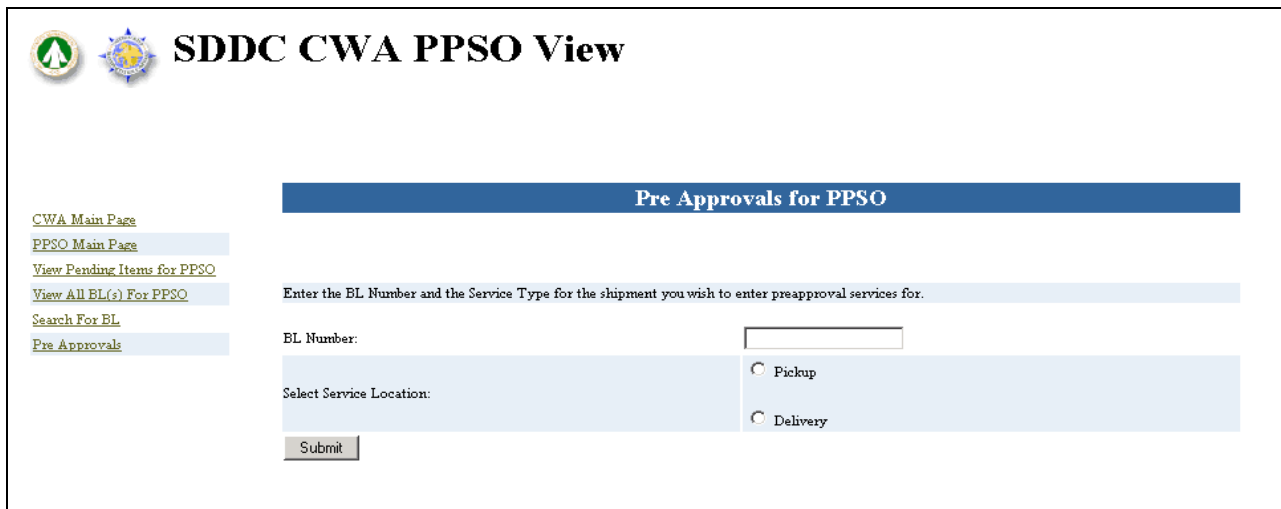
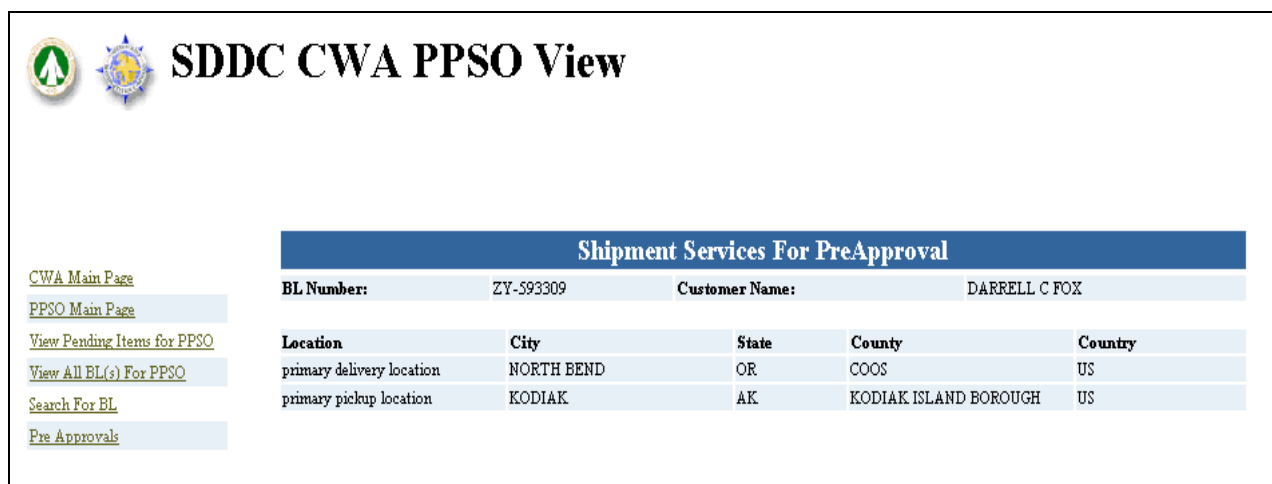


Figure 2-111 Pre Approvals Screen

2.7.7.1 Search by Pickup

Example: Enter BL Number, click the Pickup radio button, and then click [Submit] on the *Pre Approvals* Screen to view items listed by pickup.



SDDC CWA PPSO View

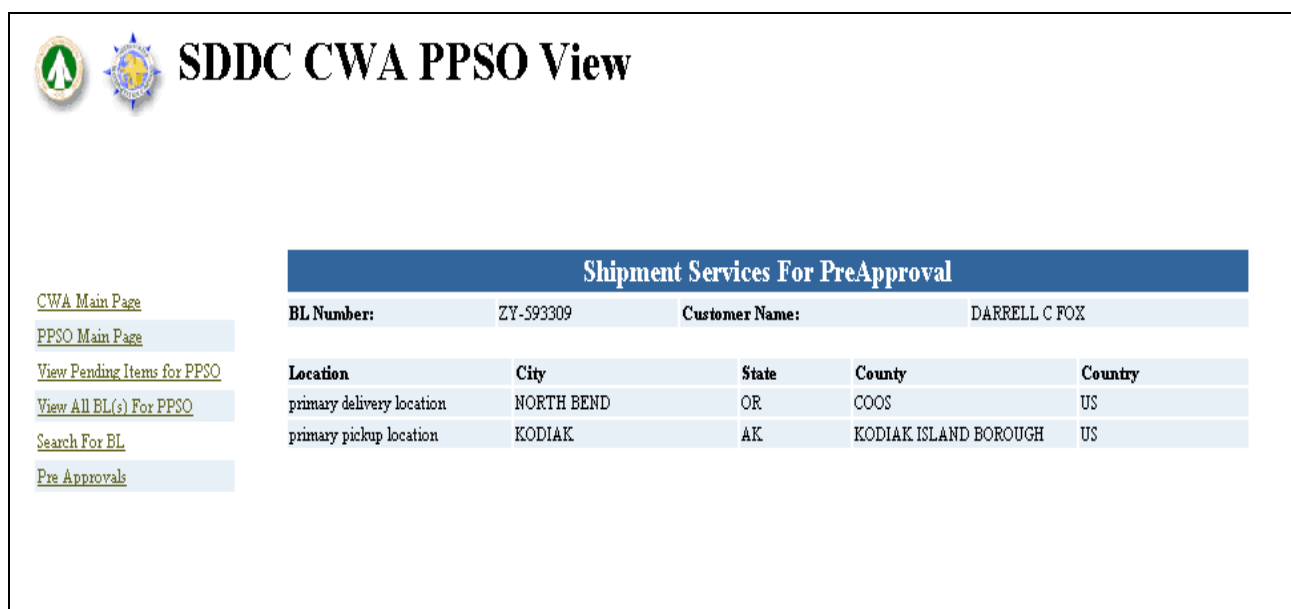
[CWA Main Page](#)
[PPSO Main Page](#)
[View Pending Items for PPSO](#)
[View All BL\(s\) For PPSO](#)
[Search For BL](#)
[Pre Approvals](#)

Shipment Services For PreApproval				
BL Number:	ZY-593309		Customer Name:	DARRELL C FOX
Location	City	State	County	Country
primary delivery location	NORTH BEND	OR	COOS	US
primary pickup location	KODIAK	AK	KODIAK ISLAND BOROUGH	US

Figure 2-112 Search By Pickup Screen

2.7.7.2 Search by Delivery

Example: Enter BL Number, click the Delivery radio button, and then click [**Submit**] on the *Pre Approvals* Screen to view items listed by delivery.



SDDC CWA PPSO View

[CWA Main Page](#)
[PPSO Main Page](#)
[View Pending Items for PPSO](#)
[View All BL\(s\) For PPSO](#)
[Search For BL](#)
[Pre Approvals](#)

Shipment Services For PreApproval				
BL Number:	ZY-593309		Customer Name:	DARRELL C FOX
Location	City	State	County	Country
primary delivery location	NORTH BEND	OR	COOS	US
primary pickup location	KODIAK	AK	KODIAK ISLAND BOROUGH	US

Figure 2-113 Search by Delivery

APPENDIX A

APPENDIX A—ACRONYMS

BL	Bill of Lading
CE	Costing Engine
DA	Shipment Authorized Delivery Address
CWA	Central Web Application
DFAS	Defense Finance and Accounting System
DoD	Department of Defense
DTOD	Defense Table of Official Distances
EDI	Electronic Data Interchange
ETA	Electronic Transportation Acquisition
FTP	File Transfer Protocol
GBL	Government Bill of Lading
GBLOC	Government Bill of Lading Office Code
GSA	General Service Administration
GUI	Graphic User Interface
IC	(EDI) Implementation Convention
HTTP	HyperText Transfer Protocol
HTTPS	HyperText Transfer Protocol – Secure
LHS	Line Haul Item
MDA	Model Driven Architecture
NIPRNET	Non-classified Internet Protocol Routing NETWORK
NTS	Non-Temporary Storage
OCONUS	Outside the Continental United States
OTO	One-Time-Only (Shipment)
PM	Persistence Manager (from JDO)
PPPO	Personal Property Processing Office
PPPSB	Passenger and Personal Property Systems Branch
PPSO	Personal Property Shipping Office
SCAC	Standard Carrier Alpha Code

SDDC.....Military Surface Deployment and Distribution Command
SIT.....Storage In Transit
SMTP.....Simple Mail Transport Protocol
THIST.....TOPS History
TOPS.....Transportation Operational Personal Property Standard System
TP.....Transportation Provider

APPENDIX B

Appendix B—Error Messages

The following messages that may appear in the PPSO remarks text box indicate that a trouble call should be placed (refer to section 1.6.3 on page 1-13):

(CE01) There are no addresses associated with this line item.

The DoD Master or assigned analyst will need to review the Costing Engine configuration, EDI data, and shipment data.

(CE02) Service state cannot be identified.

The DoD Master or assigned analyst will need to review the shipment and rate table data.

(CE03) The service location GBLOC could not be identified.

The DoD Master or assigned analyst will need to review the shipment and rate table data.

(CE04) Check Item Code and/or EDI Code. Costing is unavailable for shipment type {0}, method {1}, solicitation {2}.

The DoD Master or assigned analyst will need to review the Costing Engine configuration, shipment data and rate table data.

(CE05) No costing is defined for rate cycle {0}.

The DoD Master or assigned analyst will need to review the Costing Engine configuration, shipment data and rate table data.

(CE06) The calculated cost of {0} is greater than the maximum allowable cost of {1}.

The DoD Master or assigned analyst will need to review the shipment and rate table data.

(CE07) The service rate is not available.

The DoD Master or assigned analyst will need to review the shipment and rate table data.

(CE08) The minimum charge service rate is not available.

The DoD Master or assigned analyst will need to review the shipment and rate table data.

(CE09) The TP's discount rate is not available.

The DoD Master or assigned analyst will need to review the shipment and rate table data.

(CE10) Neither the service rate nor the TP's discount rate is available.

The DoD Master or assigned analyst will need to review the shipment and rate table data.

(CE11) MaxPack was not invoiced correctly. All associated items automatically disapproved. Reinvoice these items with maxpack.

The DoD Master or assigned analyst will need to review the shipment and rate table data.

(CE12) The shipment pickup date is not available.

This could indicate that the PPSO itself is still required to enter the shipment information into the TOPS system. Otherwise, the DoD Master or assigned analyst will need to review the shipment data.

APPENDIX C

Appendix C—Shipment Address Types

ATHPCK	Shipment Authorized Pickup Address
ATHDLV	Shipment Authorized Delivery Address
PRIPCK	Shipment Primary Pickup Address
PRIDLV	Shipment Primary Delivery Address
ADDPCK	Shipment Additional Pickup Address
ADDLV	Shipment Additional Delivery Address
LNGDLV	Shipment Long Delivery Address
DIVRSN	Shipment Diversion Delivery Address
RVCPT	Shipment Service Point
PRTUSD	Shipment Port Used
PRTORG	Shipment Original Port Designated
DIVRPT	Shipment Diversion Point
ORGSIT	Shipment Origin Sit Address
DSTSIT	Shipment Destination Sit Address